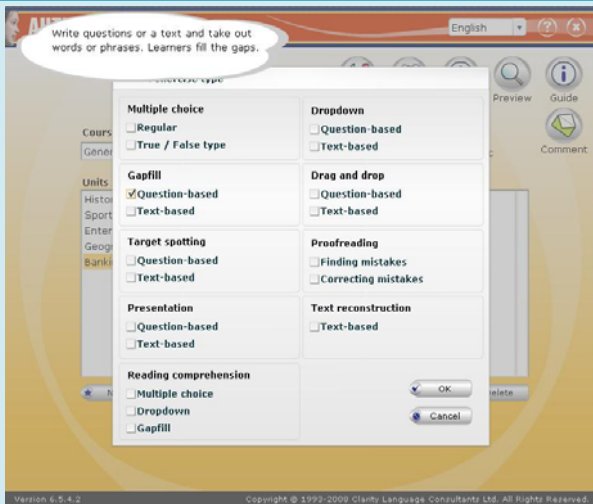


### Making a Gapfill Exercise

1



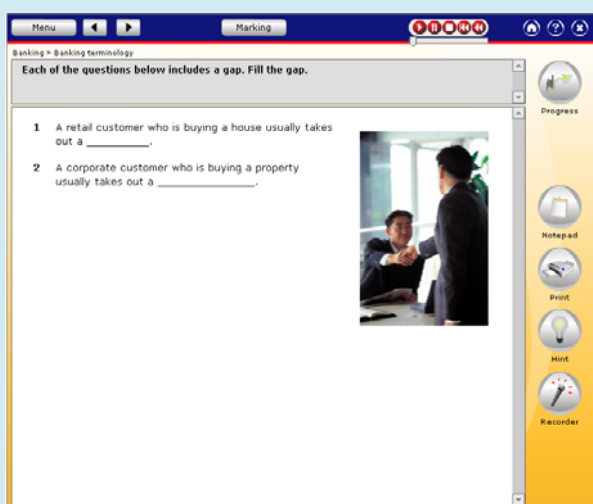
Open a Course in Author Plus and add a new Unit. Call it “Banking”. Click on the Unit name, then click on New at the bottom of the Exercises box. Choose Gapfill, Question -based. Put the mouse over Gapfill and you will see its description: “Write questions or a text and take out words or phrases. Learners fill the gaps.” Click OK.

2



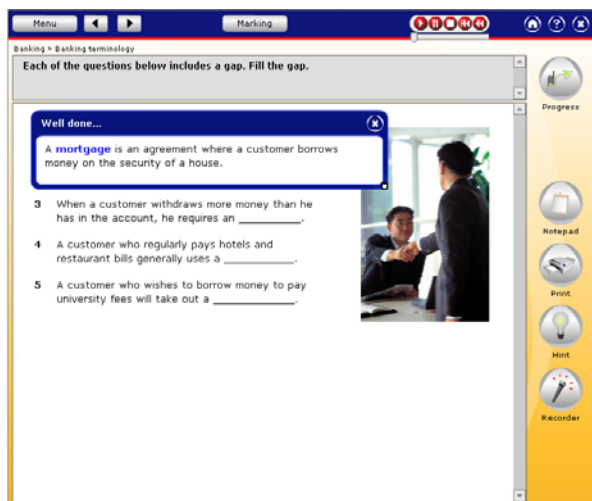
Put in the Menu name “Banking terminology”. Choose the Image category Business and select Default instructions. Go to the Content screen. In the Question box, write: “A retail customer who is buying a house usually takes out a mortgage.” Then select the word “mortgage” and click Add a gap. Now go to the Feedback box below. Write: “A mortgage is an agreement where a customer borrows money on the security of a house.” Select the word “mortgage” in the Feedback box and click on the blue square at the top of the screen. This colours it blue.

3



Click forward to Question 2. Write: “A corporate customer who is buying a property usually takes out a commercial loan.” Select “commercial loan” and click Add a gap. In the Feedback box, write: “A commercial loan is taken out by companies for the purchase of property or machinery or for business development.” Make “commercial loan” blue. Preview the Exercise.

4



Repeat step 3 for the following  
(Q = question; F = feedback):

Q: When a customer withdraws more money than he has in the account, he requires an **overdraft**.

F: An **overdraft** is a sum of money a customer can take out of an account beyond the funds available.

Q: A customer who regularly pays hotels and restaurant bills generally uses a **credit card**.

F: A **credit card** enables customers to take out short-term loans usually at high interest.

Q: A customer who wishes to borrow money to pay university fees will take out a **personal loan**.

F: A **personal loan** is money borrowed on a short term at a fixed or variable rate of interest.

5

Preview, and try the exercise as a Learner. Get some right and some wrong. View the feedback. Now go back to the Settings screen, and next to Marking, click Instant. Preview and try the exercise again. You will get feedback as you do each question.