

Getting to know Business Writing

Before you use a new program with your students, it is essential that you know both the contents and the way the program works. Try this short exercise which has been designed to help teachers get to know Business Writing.

1. What is the name of the first exercise in each unit, and what is its function?

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2. What is the grammar focus in 'The writing process'? What is the answer to question 9 in the grammar exercise?

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3. In 'Applying for a job', you need to tidy up a badly formatted résumé. Where can you find (a) the Word document that you need to work on, and (b) a model answer?

(a)

(b)

4. The materials on the Business Writing website are available in three dialects. What are they?

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5. The website explains how to download an MP3. Find the explanation. How many steps are there to the process? Listen to one or two MP3s. Would they be useful for your learners?

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6. Some exercises have a choice of two marking styles. What are they? How are they different?

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7. Are you, the teacher, allowed to print and photocopy the materials on the website?

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8. Go to 'Successful emails: the basics, Parts of an email'. What do you call the part of the email below the lower set of double lines? Name four other email parts identified in this exercise.

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9. There are three main types of information you can view when using the Progress function. What are they? How are they useful?

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10. Where can you find the syllabus for Business Writing?

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11. Each unit in Business Writing has a 'Your task' exercise. Look at some of these. Briefly describe one, noting its relevance to the unit it appears in.

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12. Identify the students with whom you will use Business Writing. How will you use this resource (e.g. classwork, homework, self access, remedial, extension, etc.)?

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