

## 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?

The first exercise in each unit is called 'What will I learn?' This exercise is a statement of the learning objectives of the unit.

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

The grammar focus is prepositions. (Look on the menu for the exercise 'Grammar focus: prepositions'.) The answer to question 9 is 'with'.

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) Click on the link under the picture.

(b) Click into the website from the panel on the right of the screen.

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

International English, North American English, Indian English

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?

There are four steps. (Decide which MP3s would be useful for your students and how they could use them.)

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

(1) 'As I work' – the learner sees whether each answer is correct as soon as they write it and move to the next question. (2) 'At the end' – the learner completes all the questions and then clicks the Marking/Scoring button.

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

Click on 'Can I reproduce the materials on this site?' It states that you can, provided your institution is licensed to use Business Writing and the copies are for your students.



- 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.

It's called the Signature block. Other parts are: From line, Cc, Subject, Salutation, Body, Call to action, Closing, Position / company, Contact details.

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

(1) 'Your scores' tells the learners exactly what they have done and how they performed in each activity, enabling them to keep track of their learning. (2) 'Compare' shows learners how they are performing compared to their peers, enabling them to identify weak areas. (3) 'Analysis' shows learners how much time they have spent on each unit and how they have performed in each unit relative to the other units, enabling them to plan their learning.

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

At [www.ClaritySupport.com](http://www.ClaritySupport.com)

- 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.

The 'Your task' activity helps learners to relate what they have learned in the unit to their real-world business writing. For example, the 'Your task' in 'Successful emails: the basics' is for the learner to look at the Subject line in ten of their own emails and to decide whether it meets the criteria set out in the unit.

- 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.)?

This is a useful prompt for teachers to discuss the practical integration of Business Writing into the curriculum.

