

Unit 1 Self-assessment

For each learning objective, give yourself a mark that best matches your ability.

1 = I do not understand

2 = I understand but have some questions

3 = I understand and can do it by myself

4 = I can understand and can help a colleague

Lesson	GSE learning objectives	Mark	Need help?	More practice
1.1	<ul style="list-style-type: none"> • I can understand a large part of a video on a work-related topic. • I can describe what someone likes or dislikes about their job or workplace. • I can use key words and phrases related to company structure, departments, jobs and duties. • I can extract the meaning of unknown words from the context if the topic discussed is familiar. • I can write descriptions of familiar job roles and responsibilities. • I can understand duties and responsibilities listed in job descriptions. • I can describe job roles and responsibilities I would like in the future. • I can provide basic description of professional goals. • I can make formal introductions in a professional or work-related situation. • I can describe a range of jobs in their department of company. 		Go back to: -> Coursebook, p. 8 and 9	-> Workbook, p. 4 Exercises 1 and 2
1.2	<ul style="list-style-type: none"> • I can compare the advantages and disadvantages of different types of company structure. • I can understand charts and visual interpretations of company structure. • I can understand the key points of a radio programme on a work-related topic. 		Go back to: -> Coursebook, p. 10 and 11 -> Grammar reference, p. 118	-> Workbook, p. 5 Exercises 1–3

	<ul style="list-style-type: none"> • I can express opinions and attitudes using a range of basic expressions and sentences. • I can use a range of future forms to talk about intentions, plans and predictions. • I can write an email giving some detail of work-related news and events. 			
1.3	<ul style="list-style-type: none"> • I can make simple recommendations for a course of action in familiar everyday situations. • I can extract key details from conversations between colleagues about familiar topics. • I can initiate, maintain and close simple, face-to-face conversations on familiar topics. • I can make formal introductions in a professional or work-related situation. 		Go back to: -> Coursebook p. 12 and 13	-> Workbook, p. 7 Exercise 1
1.4	<ul style="list-style-type: none"> • I can follow a recorded interview or talk on work-related topics. • I can understand the details of someone's personal and professional experience from an interview or presentation. • I can recognise the use of small talk when welcoming guests or visitors. • I can use polite questions to build rapport in work-related situations. • I can initiate, maintain and close simple, face-to-face conversations on familiar topics. 		Go back to: -> Coursebook, p. 14 and 15	-> Workbook, p. 7 Exercise 2
1.5	<ul style="list-style-type: none"> • I can understand standard emails on work-related topics. • I can organise a work-related email to emphasise the main point. • I can reply to a work-related email confirming arrangements. 		Go back to: -> Coursebook, p. 16 -> Grammar reference, p. 118	-> Workbook, p. 8 Exercises 1–3 -> MyEnglishLab: Optional Grammar practice

	<ul style="list-style-type: none"> • I can tell when to use the Present Simple and to use the Present Continuous. 			
Business Workshop 1	<ul style="list-style-type: none"> • I can summarise the main message from simple diagrams (e.g. graphs, bar charts). • I can infer speakers' opinions in conversations on everyday work-related topics. • I can identify and exchange key information in an extended text or article. • I can express opinions as regards possible solutions, giving brief reasons and explanations. 		Go back to: -> Coursebook, p. 88 and 89	

Portfolio

New words I learned	Expressions and phrases that I will find most useful (new words that will help me at work/on my course)	Useful documents I have created