

Unit 4 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
4.1	<ul style="list-style-type: none"> • I can give or seek personal views and opinions in discussing topics of interest. • I can understand a large part of a video on a work-related topic. • I can present findings from a research project in a simple way. 		Go back to: -> Coursebook, p. 38 and 39	-> Workbook, p. 19 Exercises 1–3
4.2	<ul style="list-style-type: none"> • I can express and comment on ideas and suggestions in informal discussions. • I can recognise examples and their relation to the idea they support. • I can follow most of a clearly structured presentation within their own field. • I can predict the content of a simple presentation or lecture by listening to the introductory statement. • I can use a range of modals to talk about obligation, prohibition, necessity and recommendation. • I can use language related to ways of expressing necessity and obligation. • I can write a simple PEST analysis. 		Go back to: -> Coursebook, p. 40 and 41 -> Grammar reference, p. 121	-> Workbook, p. 20 Exercises 1–3, p. 21 Exercises 1–3
4.3	<ul style="list-style-type: none"> • I can understand problem and solution relationships in informal conversation. • I can offer and ask for help or assistance. 		Go back to: -> Coursebook p. 42 and 43	-> Workbook, p. 22 Exercises 1

	<ul style="list-style-type: none"> • I can use simple, fixed expressions to accept offers in a simple business transaction. • I can decline offers politely using a range of formal and informal expressions. 			
4.4	<ul style="list-style-type: none"> • I can understand problem and solution relationships in informal conversation. • I can understand advice and instructions for resolving a problem with a product or piece of equipment. • I can explain why something is a problem. • I can express opinions as regards possible solutions, giving brief reasons and explanations. • I can suggest solutions in a problem-solving meeting. 		Go back to: -> Coursebook, p. 44 and 45	-> Workbook, p. 22 Exercise 2
4.5	<ul style="list-style-type: none"> • I can write a short, simple work-related report outlining key issues. • I can show a basic direct relationship between a simple problem and solution. • I can write a brief standard report conveying factual information, stating reasons for actions. • I can support a main idea with examples and reasons. • I can use all forms of comparatives and superlatives of adjectives. 		Go back to: -> Coursebook, p. 46 -> Grammar reference, p. 121	-> Workbook, p. 23 Exercises 1 and 2 -> MyEnglishLab: Optional Grammar practice
Business Workshop 4	<ul style="list-style-type: none"> • I can recognise significant points and arguments in straightforward newspaper articles on familiar topics. • I can interpret the main message from complex diagrams and visual information. • I can briefly give reasons and explanations for opinions, plans and actions. 		Go back to: -> Coursebook, p. 94 and 95	

	<ul style="list-style-type: none">• I can understand the key points about a radio programme on a familiar topic.			
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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