

Unit 2 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 |
|------------|---|------|---|-------------------------------------|
| 2.1 | <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 use language related to advertising and branding.• I can express and comment on ideas and suggestions in informal discussions.• I can ask and answer questions in a face-to-face survey.• I can prepare a simple questionnaire in order to gather data.• I can present findings from a research project in a simple way. | | Go back to: -> Coursebook, p. 18 and 19 | -> Workbook, p. 9 Exercises 1–3 |
| 2.2 | <ul style="list-style-type: none">• I can use language related to advertising and branding.• I can give or seek personal views and opinions in discussing topics of interest.• I can scan short texts to locate specific information.• I can extract key details from an article on a business-related topic.• I can link clauses and sentences with a range of basic connectors.• I can use limited discourse devices to link sentences smoothly into connected discourse. | | Go back to: -> Coursebook, p. 20 and 21 -> Grammar reference, p. 119 | -> Workbook, p. 10 Exercises 1–3 |

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| | <ul style="list-style-type: none"> • I can ask and answer questions about advertising and brands. | | | |
| 2.3 | <ul style="list-style-type: none"> • I can give or seek personal views and opinions in discussing topics of interest. • I can evaluate the effectiveness of participants in a meeting on a familiar topic. • I can recognise a speaker's feelings or attitudes. • I can give advice on a wide range of subjects. • I can identify when speakers agree or disagree in work-related conversations. • I can express and comment on ideas and suggestions in informal discussions. | | Go back to: -> Coursebook p. 22 and 23 | -> Workbook, p. 12 Exercises 1 and 2 |
| 2.4 | <ul style="list-style-type: none"> • I can answer questions about professional experience. • I can express belief, opinion, agreement and disagreement politely. • I can extract key information in a presentation about a company. • I can use appropriate linking expressions to signal transitions within a presentation. • I can write a brief plan to prepare for a presentation. • I can highlight important information in each section of a short presentation. • I can give an effective presentation about a familiar topic. • I can ask questions about the content of a presentation or lecture aimed at a general audience, using simple language. • I can answer questions about the content of a presentation or lecture aimed at a general audience. | | Go back to: -> Coursebook, p. 24 and 25 | -> Workbook, p. 12 Exercise 3 |

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| | <ul style="list-style-type: none"> • I can evaluate the effectiveness of a simple presentation on a familiar topic. | | | |
| 2.5 | <ul style="list-style-type: none"> • I can identify formal and informal register in emails and letters. • I can write a formal email declining a work-related invitation. • I can write a formal email accepting a work-related invitation. • I can use a range of common verb + verb combinations using the <i>-ing</i> form. | | Go back to: -> Coursebook, p. 26 -> Grammar reference, p. 119 | -> Workbook, p. 13 Exercises 1–3 -> MyEnglishLab: Optional Grammar practice |
| Business Workshop 2 | <ul style="list-style-type: none"> • I can identify key information in a concise business-related text or article. • I can understand the main points of feedback from clients and colleagues. • I can interpret and discuss main information in diagrams and graphs. • I can express ideas and suggestions, discuss options and present conclusions in a meeting. • I can write a description of a future event or activity. • I can write an email giving some detail of work-related news and events. | | Go back to: -> Coursebook, p. 90 and 91 | |

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 |
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