

Unit 5 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
5.1	<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 many TV programmes on familiar topics. • I can extract specific details from a TV programme on a business-related topic. • I can justify and sustain views clearly by providing relevant explanations and arguments. • I can make and justify a simple point of view on a work-related topic. 		Go back to: -> Coursebook, p. 48 and 49	-> Workbook, p. 24 Exercises 1 and 2
5.2	<ul style="list-style-type: none"> • I can give or seek personal views and opinions in discussing topics of interest. • I can extract key details from a company blog or article. • I can use the passive forms to describe a process. • I can describe a familiar process in detail. 		Go back to: -> Coursebook, p. 50 and 51 -> Grammar reference, p. 122	-> Workbook, p. 25 Exercises 1–3, p. 26 Exercises 1–3
5.3	<ul style="list-style-type: none"> • I can understand factual details in a work-related emails. • I can extract key details from conversations between colleagues about familiar topics. • I can express support in a manner that shows I was actively listening to the other person. • I can express disagreement in a manner that shows I was 		Go back to: -> Coursebook p. 52 and 53	-> Workbook, p. 27 Exercise 1

	<p>actively listening to the other person.</p> <ul style="list-style-type: none"> • I can express belief, opinion, agreement and disagreement politely. • I can express limited opinions and arguments during work-related meetings. 			
5.4	<ul style="list-style-type: none"> • I can understand main proposals in a negotiation. • I can signal agreement in a simple negotiation using fixed expressions. • I can use simple language to convey the basic facts about a negotiating position. • I can negotiate simple terms and conditions of a basic sale of contract. 		<p>Go back to: -> Coursebook, p. 54 and 55</p>	<p>-> Workbook, p. 27 Exercises 2 and 3</p>
5.5	<ul style="list-style-type: none"> • I can understand basic types of standard letters and emails on familiar topics (e.g. enquiries, complaints). • I can write a letter or email of complaint with supporting details. • I can write a basic email/letter of complaint requesting action. • I can use a range of common linking words to sequence events or activities. 		<p>Go back to: -> Coursebook, p. 56 -> Grammar reference, p. 122</p>	<p>-> Workbook, p. 28 Exercises 1 and 2 -> MyEnglishLab: Optional Grammar practice</p>
Business Workshop 5	<ul style="list-style-type: none"> • I can extract the key details from discussions in meetings conducted in clear, standard speech. • I can maintain rapport during a negotiation using personal pronouns of inclusion (i.e. we vs. I, you). • I can summarise the position at the end of a negotiation in a simple way. • I can refer to a related email or conversation in an email message. 		<p>Go back to: -> Coursebook, p. 96 and 97</p>	

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