

Unit 3 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
3.1	<ul style="list-style-type: none">• I can answer questions about professional experience.• I can understand a large part of a video on a work-related topic.• I can understand advice on a work-related situation.• I can describe skills and abilities related to work.• I can use language related to aptitude, ability, knowledge and skills.• I can understand information in advertisements for jobs and services.• I can express and comment on ideas and suggestions in informal discussions.• I can write a job posting describing duties and responsibilities.		Go back to: -> Coursebook, p. 28 and 29	-> Workbook, p. 14 Exercises 1–3
3.2	<ul style="list-style-type: none">• I can express and comment on ideas and suggestions in informal discussions.• I can understand a range of questions in a job interview.• I can use a range of direct and indirect questions.• I can understand the details of someone's personal and professional experience from an interview or presentation.• I can give information in a job interview.• I can ask for information in a job interview.		Go back to: -> Coursebook, p. 30 and 31 -> Grammar reference, p. 120	-> Workbook, p. 15 Exercises 1–3, p. 16 Exercises 1 and 2

	<ul style="list-style-type: none"> • I can carry out a prepared interview, checking and confirming information as necessary. • I can ask and answer questions about professional experience. 			
3.3	<ul style="list-style-type: none"> • I can express belief, opinion, agreement and disagreement politely. • I can recognise when someone is clarifying or checking information in a work-related conversation. • I can understand the main points of feedback from customers or work colleagues. • I can recognise when a speaker is checking that the listener has understood something in a conversation conducted slowly and clearly. • I can ask someone to clarify or elaborate on what they has just said. • I can use simple appropriate language to check that information has been understood on the phone. • I can ask someone to paraphrase a specific point or idea. • I can explain the main points in an idea or problem with reasonable precision. • I can correct mistakes if they have led to misunderstandings. 		Go back to: -> Coursebook p. 32 and 33	-> Workbook, p. 17 Exercises 1
3.4	<ul style="list-style-type: none"> • I can give detailed accounts of experiences, describing feelings and reactions. • I can understand a range of questions in a job interview. • I can understand the details of someone's personal and professional experience from an interview or presentation. • I can give information in a job interview. 		Go back to: -> Coursebook, p. 34 and 35	-> Workbook, p. 17 Exercise 2 and 3

	<ul style="list-style-type: none"> • I can ask for information in a job interview. • I can carry out a simple informal job interview. • I can carry out a prepared interview, checking and confirming information as necessary. • I can discuss my own achievements in previous jobs during a job interview. 			
3.5	<ul style="list-style-type: none"> • I can write a covering letter addressing specific information mentioned in a job post. • I can write a letter of application with appropriate register and supporting details, given model. • I can tell when to use the Past Simple and when to use the Present Perfect Simple. 		Go back to: -> Coursebook, p. 36 -> Grammar reference, p. 120	-> Workbook, p. 18 Exercises 1 and 2 -> MyEnglishLab: Optional Grammar practice
Business Workshop 3	<ul style="list-style-type: none"> • I can understand duties and responsibilities listed in job descriptions. • I can understand the details of someone's personal and professional experience from and interview or presentation. • I can compare a resumé/CV against a job posting to determine if key requirements have been met. • I can ask for information in a job interview. • I can give information in a job interview. • I can discuss my own achievements in previous jobs during a job interview. • I can understand a range of questions in a job interview. 		Go back to: -> Coursebook, p. 92 and 93	

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