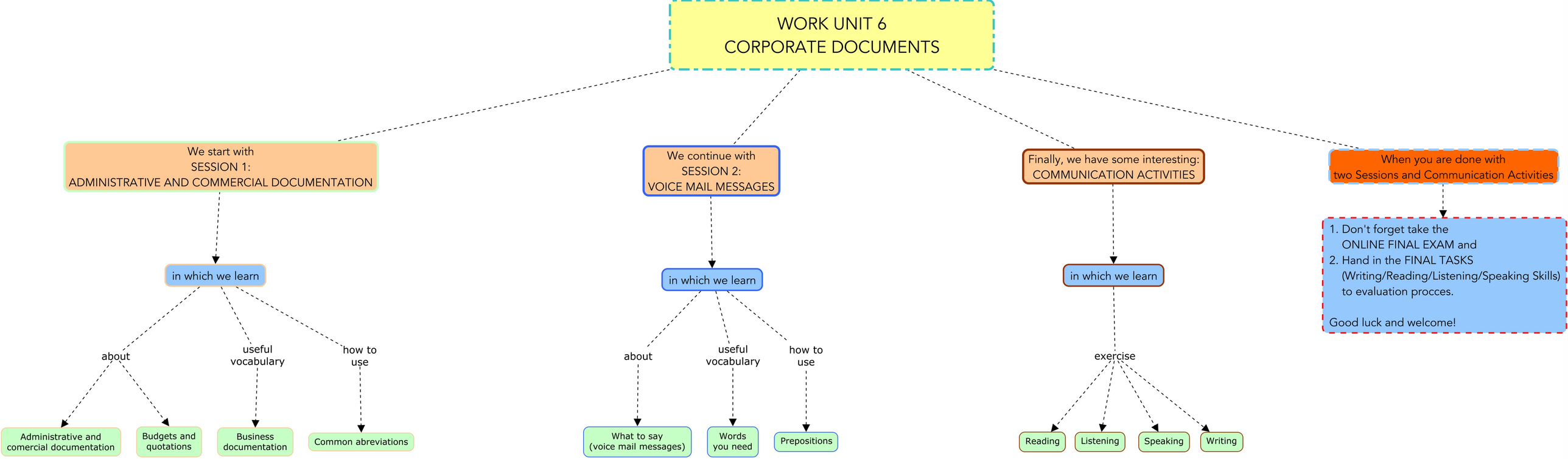
WORK UNIT 6
CORPORATE DOCUMENTS
We start with
SESSION 1:
ADMINISTRATIVE AND COMMERCIAL DOCUMENTATION
in which we learn
about
useful vocabulary
how to use
Administrative and comercial documentation
Budgets and quotations
Business documentation
Common abreviations
We continue with
SESSION 2:
VOICE MAIL MESSAGES
in which we learn
about
useful vocabulary
how to use
What to say (voice mail messages)
Words you need
Prepositions
Finally, we have some interesting:
COMMUNICATION ACTIVITIES
in which we learn
exercise
Reading
Listening
Speaking
Writing
When you are done with
two Sessions and Communication Activities
1. Don't forget take the ONLINE FINAL EXAM and
2. Hand in the FINAL TASKS (Writing/Reading/Listening/Speaking Skills) to evaluation procces.
Good luck and welcome!