

Exercise walk-through

3.3

Work and Business

GAC Academic English

Method — Key knowledge: the visual should support the point without overstating the decision

A **summary** selects the main point, relevant support and important limitations.

A **hierarchy** distinguishes the proposal from its supporting figures and smaller details. Short notes should retain negatives, units and permission conditions.

A formal **presentation** can use a simple slide or table to make a comparison understandable. Label what a number measures and whether it is actual or proposed.

A written plan does not prove the talk fits its time limit or has been delivered clearly; rehearse aloud and check the actual run.

Method — Source A: text or task brief

Original written workplace briefing: “We propose a two-session staff workshop, not a confirmed booking. Forty staff were invited to an informal poll; thirty replied, and eighteen respondents preferred Tuesday. We have not checked everyone’s availability. Room A seats twenty and costs 60 credits per session. Room B seats thirty and costs 90 credits per session. These are fictional room-hire units for this exercise. If all thirty respondents attend one session, room A is too small. Two room-A sessions would cost 120 credits before any additional fees. The manager must approve the plan before a booking. We have no evidence that the workshop increases productivity.”

Method — Source B: response or review record

Slide draft: “All forty staff prefer Tuesday. Room A holds everyone. Total cost guaranteed: 60 credits. Workshop proved to improve productivity. Booking approved.”

Local presentation brief: Prepare a proposal for the manager with one clear comparison visual and a spoken explanation of the unresolved checks. A three-minute slot is planned, but no rehearsal duration is recorded.

Method — Worked example: make the denominator and proposed cost visible

Known: eighteen of thirty respondents prefer Tuesday; forty people were invited. Why show the denominator? Eighteen respondents do not represent all forty staff or confirm availability.

A useful comparison visual labels “A: 20 seats, 60 credits/session; B: 30 seats, 90 credits/session; proposed two A sessions: 120 credits, extra fees unknown.” The spoken explanation should preserve approval and availability checks.



Exercises 2.1-2.3

2.1 State how many staff replied and how many respondents preferred Tuesday. [2]

2.2 State room A's capacity and the hire cost of two sessions before extra fees. [2]

2.3 Explain THREE problems with the slide's poll, capacity and cost claims. [3]

Exercises 2.1-2.3

2.1 State how many staff replied and how many respondents preferred Tuesday. [2]

2.1

Thirty staff replied; eighteen respondents preferred Tuesday.

2.2 State room A's capacity and the hire cost of two sessions before extra fees. [2]

2.2

Room A seats twenty; two sessions cost 120 credits before additional fees.

2.3 Explain THREE problems with the slide's poll, capacity and cost claims. [3]

2.3

Eighteen of thirty replies is not all forty staff; twenty seats cannot accommodate thirty or forty people in one session; two A sessions cost 120 before unknown extras, not a guaranteed 60.

Exercises 2.4·3.1

2.4 Identify the proposal, the approval authority and one unsupported outcome claim.[3]

3.1 Plan a comparison visual and a short spoken explanation. Include labels, a relevant comparison and two unresolved checks. [6]

Exercises 2.4·3.1

2.4 Identify the proposal, the approval authority and one unsupported outcome claim.[3]

2.4

A proposed two-session workshop; the manager must approve before booking; productivity improvement has not been measured.

3.1 Plan a comparison visual and a short spoken explanation. Include labels, a relevant comparison and two unresolved checks. [6]

3.1

Capacity labels 20 and 30 seats; costs 60 and 90 credits per session; two A sessions 120 credits before extras; spoken explanation relates capacity to possible attendance; availability, attendance or extra-fee check; manager approval before booking.

Exercise 3.2

3.2 Write an 80–110 word spoken proposal script for the manager, using the poll, room comparison and decision limits accurately. [8]

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3.2

Local analytic rubric, $8 \times B1$: two-session proposal subject to approval; accurate 18 of 30 replies from 40 invited; availability remains unknown; relevant labelled comparison visual; correct capacities and per-session costs; two A sessions 120 before extra fees; no invented booking approval or productivity proof; coherent truthful 80–110 word response. Example: “We propose a two-session staff workshop, subject to your approval. Eighteen of thirty poll respondents preferred Tuesday, but forty staff were invited and we have not checked everyone’s availability. Our comparison slide should show both room capacity and hire cost per session. Room A seats twenty at sixty credits per session; room B seats thirty at ninety. Two room-A sessions would cost 120 credits before any additional fees. We still need to check attendance, fees and approval before booking. The briefing provides no measured productivity improvement, so we should present the workshop as a proposal rather than a proven solution.”