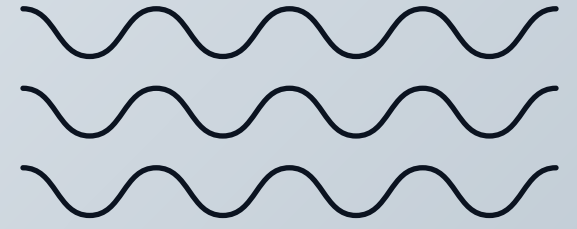


CAE - Writing Part 2

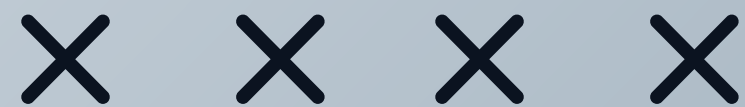
REPORT - PROGRESS MEETING

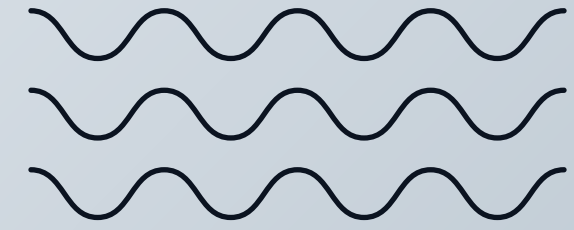




DISCUSS

***What is a progress meeting?
Have you ever been to one?
What things do you discuss at
progress meetings?***





TASK ANALYSIS

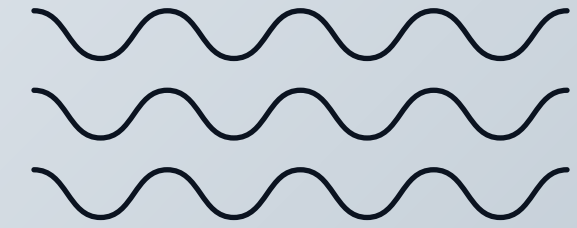
Read a CAE exam task and underline three things that are discussed at progress meetings.

You have just completed six months in a new job. In preparation for a progress meeting, you have been asked to write a report to your manager.

Your report should explain what you feel you have achieved in the job so far, describe any problems you have had, and suggest any future training that would be suitable.



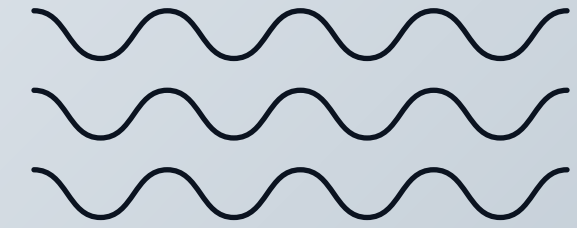
PROGRESS MEETING



Talk about your current job. Mention the three things mentioned below.

- Job achievements you have had so far
- Problems you have had
- Future training that would be suitable for you and your coworkers





ANSWER ANALYSIS

Read an example report and check if the answers to the three questions mentioned in the exam task are answered.

1.

This report is about my new job as a product designer at the wolcraft company and about my first six months of work experience.

2.

When I first came here for an interview I got very impressed by the architecture of the main building. This still excites me every day when I go in to get to my room where I have been working from the first day on.

I really like the working atmosphere in here not just because my colleagues are very friendly and we do lots of projects in groups. When started working here six months ago my task was to design little products, for instance screwdrivers. But now I am allowed to work on bigger and more important projects which motivates me to put a lot of effort in my work. For me there is only one problem concerning my job at the wolcraft company. We have many workers coming here by car so it is really hard to get my car parked if I am not very early in the morning. For me there is no possibility to get here with public transport because in my home town there isn't even a small train station.

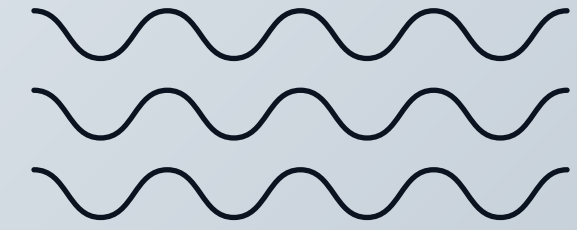
3.

I have already had a training to improve my skills concerning the work with the new computer programme. I think the company should continue offering these training so we can keep up to date. So all in all, I am very happy with my job here.

EXAM TASK

You have just completed six months in a new job. In preparation for a progress meeting, you have been asked to write a report to your manager.

Your report should explain what you feel you have achieved in the job so far, describe any problems you have had, and suggest any future training that would be suitable.



'CONTENT' POINTS

One of the writing assessment criteria is 'content'. Do you believe that all content is relevant to the task and that the target reader is fully informed? Score it from 1 (the lowest) to 5 (the highest)

1.

This report is about my new job as a product designer at the wolcraft company and about my first six months of work experience.

2.

When I first came here for an interview I got very impressed by the architecture of the main building. This still excites me every day when I go in to get to my room where I have been working from the first day on.

I really like the working atmosphere in here not just because my colleagues are very friendly and we do lots of projects in groups. When started working here six months ago my task was to design little products, for instance screwdrivers. But now I am allowed to work on bigger and more important projects which motivates me to put a lot of effort in my work. For me there is only one problem concerning my job at the wolcraft company. We have many workers coming here by car so it is really hard to get my car parked if I am not very early in the morning. For me there is no possibility to get here with public transport because in my home town there isn't even a small train station.

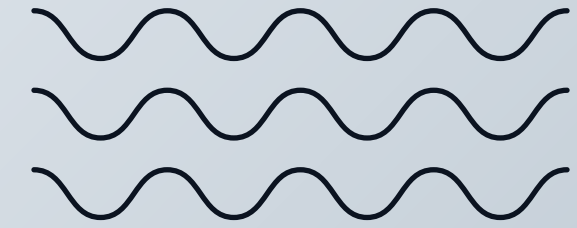
3.

I have already had a training to improve my skills concerning the work with the new computer programme. I think the company should continue offering these training so we can keep up to date. So all in all, I am very happy with my job here.

EXAM TASK

You have just completed six months in a new job. In preparation for a progress meeting, you have been asked to write a report to your manager.

Your report should explain what you feel you have achieved in the job so far, describe any problems you have had, and suggest any future training that would be suitable.



'CONTENT' POINTS

Compare your answer with the examiner's score and explanation. Do you agree with it?

1.

This report is about my new job as a product designer at the wolcraft company and about my first six months of work experience.

2.

When I first came here for an interview I got very impressed by the architecture of the main building. This still excites me every day when I go in to get to my room where I have been working from the first day on.

I really like the working atmosphere in here not just because my colleagues are very friendly and we do lots of projects in groups. When started working here six months ago my task was to design little products, for instance screwdrivers. But now I am allowed to work on bigger and more important projects which motivates me to put a lot of effort in my work. For me there is only one problem concerning my job at the wolcraft company. We have many workers coming here by car so it is really hard to get my car parked if I am not very early in the morning. For me there is no possibility to get here with public transport because in my home town there isn't even a small train station.

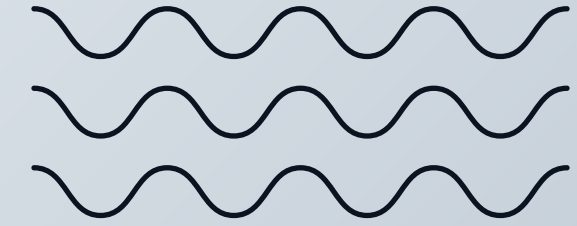
3.

I have already had a training to improve my skills concerning the work with the new computer programme. I think the company should continue offering these training so we can keep up to date. So all in all, I am very happy with my job here.

CONTENT: 4/5

There are some minor irrelevances, particularly at the beginning of the report about working conditions and what the building looks like but the target reader would be fully informed about how the candidate feels about this job.

The candidate explains what they have achieved in their job (*now I am allowed to work on bigger and more important projects*). A problem is described, but it is not completely relevant to the actual job they are doing (*it is really hard to get my car parked*) and is probably not an issue that their manager can resolve. Suggestions are made for further training (*the company should continue offering these training so we can keep up to date*).



REPORT STRUCTURE

Reports often use subheadings. Choose the correct heading for each paragraph.

1.

This report is about my new job as a product designer at the wolcraft company and about my first six months of work experience.

2.

When I first came here for an interview I got very impressed by the architecture of the main building. This still excites me every day when I go in to get to my room where I have been working from the first day on.

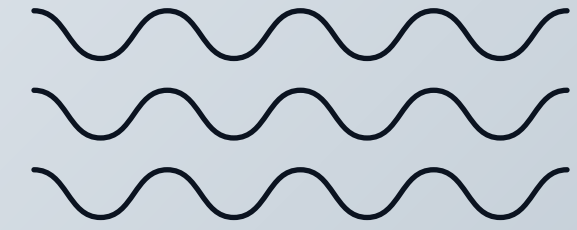
I really like the working atmosphere in here not just because my colleagues are very friendly and we do lots of projects in groups. When started working here six months ago my task was to design little products, for instance screwdrivers. But now I am allowed to work on bigger and more important projects which motivates me to put a lot of effort in my work. For me there is only one problem concerning my job at the wolcraft company. We have many workers coming here by car so it is really hard to get my car parked if I am not very early in the morning. For me there is no possibility to get here with public transport because in my home town there isn't even a small train station.

3.

I have already had a training to improve my skills concerning the work with the new computer programme. I think the company should continue offering these training so we can keep up to date. So all in all, I am very happy with my job here.

SUBHEADINGS

The working conditions
My job at the wolcraft company
Future training



REGISTER OF REPORTS

What is the register of this report? (formal or informal)

Replace the underlined words and phrases in the report with a better alternative from the box.

1. My job at the wolcraft company

This report is about my new job as a product designer at the wolcraft company and about my first six months of work experience.

2. The working conditions

When I first came here for an interview I got very impressed by the architecture of the main building. This still excites me every day when I go in to get to my room where I have been working from the first day on.

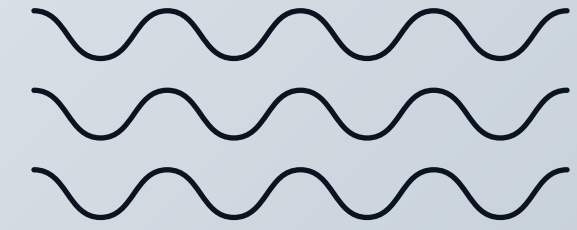
I really like the working atmosphere in here not just because my colleagues are very friendly and we do lots of projects in groups. When started working here six months ago my task was to design little products, for instance screwdrivers. But now I am allowed to work on bigger and more important projects which motivates me to put a lot of effort in my work. For me there is only one problem concerning my job at the wolcraft company. We have many workers coming here by car so it is really hard to get my car parked if I am not very early in the morning. For me there is no possibility to get here with public transport because in my home town there isn't even a small train station.

3. Future training

I have already had a training to improve my skills concerning the work with the new computer programme. I think the company should continue offering these training so we can keep up to date. So all in all, I am very happy with my job here.

ahead of time
challenging
I have been given the opportunity
astounds
affable
There are many employees
satisfied
appreciate

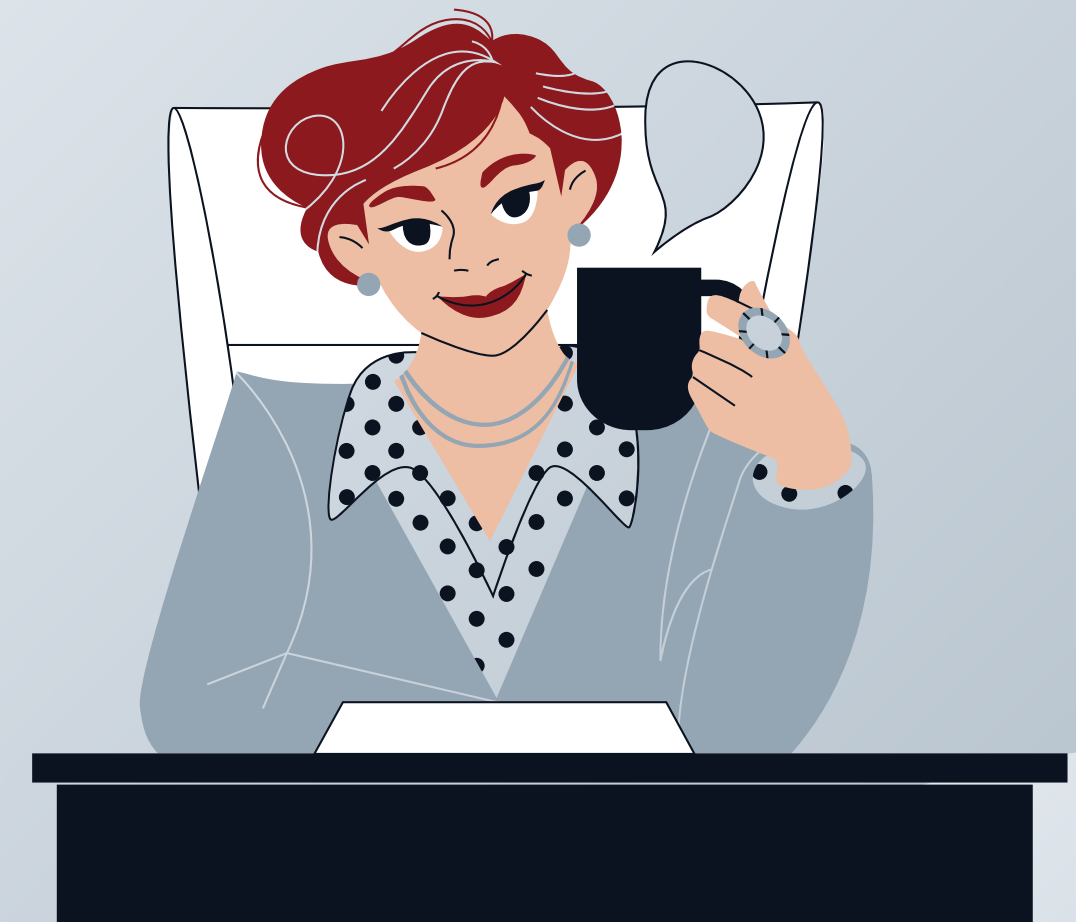
PLAN YOUR ANSWER



Read the exam task again and plan your answer using examples from your *past job experience*.

You have just completed six months in a new job. In preparation for a progress meeting, you have been asked to write a report to your manager.

Your report should explain what you feel you have achieved in the job so far, describe any problems you have had, and suggest any future training that would be suitable.



- 1. How many paragraphs are you going to write?**
- 2. What are you going to include in each paragraph?**