

# Essential Workplace Interaction: Digital Written Correspondence (B1+ / B2)

## *Study Guide*

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# 1. The structure of the “Digital Written Correspondence” module

The “Digital Written Correspondence” module contains six sections, 6 practice sections and a final test. You will improve your grammar and writing skills in a higher education context.

## Reading and Writing

- Contents
- 1. Tense review
- Practice 1
- 2. Cause and result
- Practice 2
- 3. Purpose
- Practice 3
- 4. Reporting verbs
- Practice 4
- 5. Passive review
- Practice 5
- 6. Verb patterns: verb + -ing
- Practice 6
- Language Review



## Essential Workplace Communication: Digital Written Correspondence

Improve your grammar and writing skills in English in a higher education context.

### 1. Tense review

Review verb tenses, for example *is growing*, *are coming*, *is to go*, *will be finished* and *has been taking*.

### 2. Cause and result

Practise expressing cause and result using *lead to*, *due to* and *result in*.

### 3. Purpose

Practise expressing purpose using *to*, *in order to* and *so that*.

### 4. Reporting verbs

Practise reporting events using the verbs *complain*, *report*, *admit*, *deny* and *explain*.

### 5. Passive review

Review syntax and passive verb forms.

### 6. Verb patterns

Review and practise the verb pattern verb + *-ing*, for example, *recommend keeping*.

## Section 1: Tense review

### Tense review

Review verb tenses, for example *is growing, are coming, is to go, will be finished* and *has been taking*.

1 2 3

1. Review of tenses versus time.

- Look at the examples and explanations.

Tenses versus time

**I visit** the building site each day.  
**Present simple:** a routine or fact

An architect **designed** the house.  
**Past simple:** a finished action or state

The construction **is continuing**.  
**Present continuous:** to describe something in progress at the moment

The electrician **is coming tomorrow**.  
**Present continuous:** for a future arrangement

The architect **is to come this afternoon**.  
**be + infinitive:** to describe something scheduled in the future

The house **will be finished** soon.  
**will + verb:** for a future prediction

**I have been working** in the garden.  
**Present perfect continuous:** to describe something that started in the past and is continuing now

In this section you will review verb tenses.

## Practice 1

### Practice 1

Check what you have learnt so far.

1

- Choose the correct option.

1. What time frame is described by this sentence? "I've been taking photos for you."

- finished past    
  from the past until now    
  now    
  the future

2. The weather has been good \_\_\_\_\_.

- late    
  later    
  lately    
  latter

3. We \_\_\_\_\_ the project to be finished in a week or so.

- expect    
  hope    
  wish    
  predict

This section practises what you have studied in section 1, "Tense review"

## Section 2: Cause and result


### Cause and result

Practise expressing cause and result using *lead to*, *due to* and *result in*.

1 2 3 4

#### 1. Expressing causes and results.

- Look at these sentences from a blog about doping in sport.



Another year comes to an end – another year that will be remembered more for its villains than for its heroes. Once again, drugs scandals made some of the year's biggest sporting headlines. We're used to seeing athletes, cyclists and swimmers disqualified and disgraced, undoubtedly due to the greater number of tests carried out in their sports, but a never-ending list of other sports also came under suspicion this year.

You might say, "Does it really matter? Since everyone's taking some form of banned substance, the best man or woman still wins." I think it does. Taking performance-enhancing drugs results in serious health problems and leads to a greatly-reduced life expectancy. And the side effects are worse for young people, whose bodies are still growing. Because of the drugs problem in some sports, I'd persuade my child to take up another hobby if he showed promise as a cyclist, for example. The only solution is to create a DNA database for all sports, and to make athletes take drugs tests all year round. That way, the cheats would have no hiding place.

- Taking performance-enhancing drugs **results in** serious health problems and **leads to** a greatly-reduced life expectancy.
- Smoking and drinking **cause** long-term health problems, too.
- The problem of doping **is caused by** the pressure on athletes to win.

In this section you practise expressing cause and result using *lead to*, *due to* and *result in*.

**Practice 2** This section practises what you have studied in section 2, "Cause and result".


## Section 3: Purpose

### Purpose

Practise expressing purpose using *to*, *in order to* and *so that*.

1 2 3 4

#### 1. Expressing purpose.



Look at these examples of ways to express purpose:

Jung believed we dream **to** compensate for what was lacking in conscious life.  
We dream **in order to** forget.  
He put on a sweater **so that** he wouldn't be cold.

- Match the two halves to complete the sentences.

He left early ...	•	... <b>in case</b> he should lose it.
She walked slowly ...	•	... <b>so as not to</b> spill the coffee.
They are collecting money ...	•	... <b>to</b> catch the train.
They advertised ...	•	... <b>in order that</b> everyone would know about the meeting.

In this section you will practise expressing purpose using *to*, *in order to*, and *so that*.

**Practice 3** This section practises what you have studied in section 3, "Purpose".


## Section 4: Reporting verbs

### Reporting verbs

Practise reporting events using the verbs *complain*, *report*, *admit*, *deny* and *explain*.

1 2 3

#### 1. Reporting verbs.



Patty **claimed** that she had been knocked over.

Some other common reporting verbs that follow this pattern are:

- complain
- report
- admit
- deny
- explain

- Rewrite these sentences using the pattern **verb + that**.

For example:

"I lost my way," he explained.

→ He **explained that he had** lost his way.

In this section you will practise reporting events using the verbs *complain*, *report*, *admit*, *deny* and *explain*.

**Practice 4** This section practises what you have studied in section 4, "Reporting verbs".

## Section 5: Passive review


### Passive review

Review syntax and passive verb forms.

1 2 3 4

#### 1. Passive: review.

- Look at the examples and explanations.



Active and passive verb forms

The islanders **made** the statues.  
**Active voice (past simple):** The person or thing doing the action is the subject of the verb.

The statues **were made** by the islanders more than 500 years ago.  
**Passive voice (past simple):** The person or thing doing the action is not mentioned or is not important. We are more interested in the object of the active sentence (the statues).

- Look at sentences from a text about the statues that were built on Easter Island. Choose the correct category for these sentences.

1. They were first carved in a volcanic crater. ..... ▾
2. Easter Island's Polynesian population had possessed no cranes. ..... ▾
3. Many theories have been proposed as to the origins of the *moai*. ..... ▾

In this section you will review syntax and passive verb forms.

**Practice 5** This section practises what you have studied in section 5, "Tense review".

## Section 6: Verb patterns

### Verb patterns: verb + *-ing*

Review and practise the verb pattern verb + *-ing*, for example, *recommend keeping*.

1 2

#### 1. Verb pattern: verb + *-ing*.



#### Verb patterns: verb + *-ing*

She **recommends** keeping an egg timer by the computer.

Two other verbs with similar meaning that take this pattern are:

advise  
suggest

She **advises** keeping an egg timer by the computer.

She **suggests** keeping an egg timer by the computer.

Note how the pattern changes if the person who is receiving the recommendation is mentioned:

She recommends (that) addicts keep an egg timer by the computer.

or

Addicts are recommended to keep an egg timer by the computer.

but She advises addicts to keep an egg timer by the computer.

NOT She advises that addicts keep an egg timer by the computer.

In this section you will review and practise the verb pattern *verb +ing*.

**Practice 6** This section practises what you have studied in section 6, "Verb patterns".

## Language review

Language review

### Language Review


Here you can see and print the [Language review](#) for this unit or module. The Language review is a summary of the vocabulary, grammar and useful phrases you have studied.



In this section you can download the Language Review, a summary of language practised in this module.

## Final test

Final Test

 **Final Test information**  
**TEST TIME:** 45 minutes.  
You have **45 minutes** to complete this Final Test. You can see the test timer at the top of this page.  
**You can only submit the test twice.**  
**NUMBER OF QUESTIONS:** 30

● Choose the correct option to complete each sentence.

1. We also use discounts and giveaways, sponsoring events and \_\_\_ kind of thing.

these       what       that       the

2. We need to \_\_\_ the credibility of our brand.

enhance       multiply       engage       rise

44:48

The final test contains **30 questions**.  
You have a maximum of **45 minutes**  
to complete the test.  
You can have **2 attempts** to submit  
the final test.

## 2. Tools and resources

To see the resources available in your course, click on **My resources**.

The screenshot shows the top navigation bar with 'Home', 'Mail 2', 'My tutor', 'My resources' (highlighted with a red box), 'Help', and 'Logout'. Below the navigation bar, a dropdown menu for 'My resources' is open, listing the following options: Text to speech, Record yourself tool, Dictionary, Grammar reference, Business centre, Translate into any language, Pronunciation tool, Interactive English, Fun and games, and Additional resources. A red arrow points to the 'Dictionary' option. The background shows a grid of tool cards for each of these categories.

### Text to speech

**Text to speech**

This very useful tool allows you to select and listen to words or text anywhere on the page. Alternatively, you can copy in your own text and listen to it.

**2. Reading**  
In this section you will read three diary pages.

1 2 3 4 5 6 7

**3. Dear diary...**

- Read these three diary pages. Choose the picture that goes with each one.


1. Sheryl's diary **Listen** Translate

Tuesday, 23 May  
It was the best day of my life. I got up early. I was so...







## Record yourself tool

Record yourself tool



Record and listen to yourself speaking English and practise your pronunciation.

 Record yourself tool






To record your work:

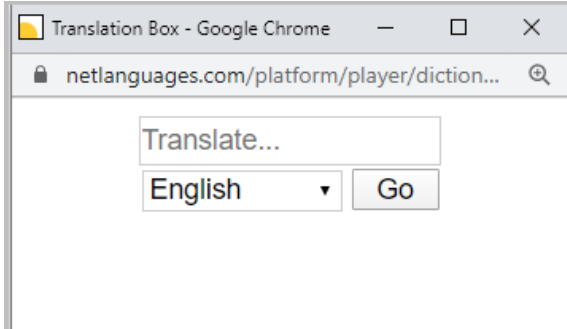
1. Click the record button. Speak into the microphone. Click the stop button to finish.
2. Click the play button to listen.
3. Click on the download button to save the file.

## Dictionary

Dictionary



Use the interactive dictionary to see the definitions of words or translate English words into different languages.



Translation Box - Google Chrome

netlanguages.com/platform/player/diction...


Translate...

English

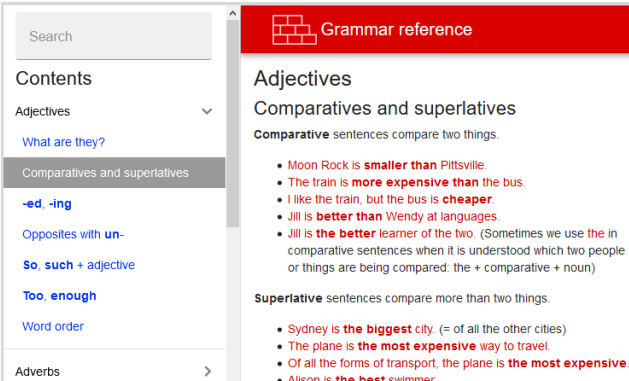
Go

## Grammar reference

Grammar reference



A complete and easy-to-use grammar reference to help you with any area of grammar you don't understand.



Search

Grammar reference

Contents

- Adjectives
- Comparatives and superlatives
- ed, -ing
- Opposites with un-
- So, such + adjective
- Too, enough
- Word order
- Adverbs

Adjectives

Comparatives and superlatives

Comparative sentences compare two things.


- Moon Rock is **smaller than** Pittsville.
- The train is **more expensive than** the bus.
- I like the train, but the bus is **cheaper**.
- Jill is **better than** Wendy at languages.
- Jill is **the better** learner of the two. (Sometimes we use the in comparative sentences when it is understood which two people or things are being compared: the + comparative + noun)

Superlative sentences compare more than two things.


- Sydney is **the biggest** city. (= of all the other cities)
- The plane is **the most expensive** way to travel.
- Of all the forms of transport, the plane is **the most expensive**.
- Alison is **the best** swimmer.

## Business centre

Business centre



Business tips, useful language for different business situations, and templates for a variety of texts like memos, reports and job applications.


 Business centre

- Useful business language
- Business tips
- Useful business links
- Interesting reading
- Interesting videos
- Writing templates for business
- Phone message samples


## Translate into any language

- You can select any text on a page, listen to it spoken, and translate it into any language.

Translate into any language



If you want to translate a word or text into your own language, just select the word or text and click on translate.

 2. Reading

In this section you will read three diary pages.

1 2 3 4 5 6 7

3. Dear diary...

- Read these three diary pages. Choose the picture that goes with each one.

1. Sheryl's di... Listen Translate

Tuesday, 23 May

It was the best day of my life. I got up early. I was so

## Pronunciation tool

Pronunciation tool



Improve your pronunciation with Net Languages' interactive phonemic chart of all the sounds in English.

Pronunciation tool
netlanguages®

Home
About
Help

---

### All the sounds of English

- Click on a sound and do the exercises.

**Vowels**

ɪ	ɪ	ʊ	u
e	ə	ɜ	ɔ
æ	ʌ	ɑ	ɒ

**Consonants**


p	b	t	d
f	v	θ	ð
m	n	ŋ	h

### Pronunciation tool


Home
Sounds
Words
Sentences
Contrasts
Help

**/i:/**


- Listen to the word. Repeat the word. Record yourself. Compare.


sheep

Stopped


beach

Stopped


eagle

Stopped

## Interactive English

### Interactive English



Get even more practice of English with our monthly fun interactive publication. Available online or as an app at three levels: Basic, Intermediate and Advanced.

## Interactive English

Issue 267 - The ups and downs of multitasking

- **Basic**  
 Vocabulary: Activities  
 Podcast: The ups and downs of multitasking
- **Intermediate**  
 Podcast: The ups and downs of multitasking  
 Comprehension: Check your understanding
- **Advanced**  
 Podcast: The ups and downs of multitasking  
 Comprehension: Check your understanding



## Fun and games

### Fun and games



Get more useful practice of vocabulary, expressions and pronunciation with our flip cards games.

Fun and games
Box ←

Collocations

What's the word in the centre? It can be used with all the other words in the wheel. Click on the card to see the answer.

Click to flip


<



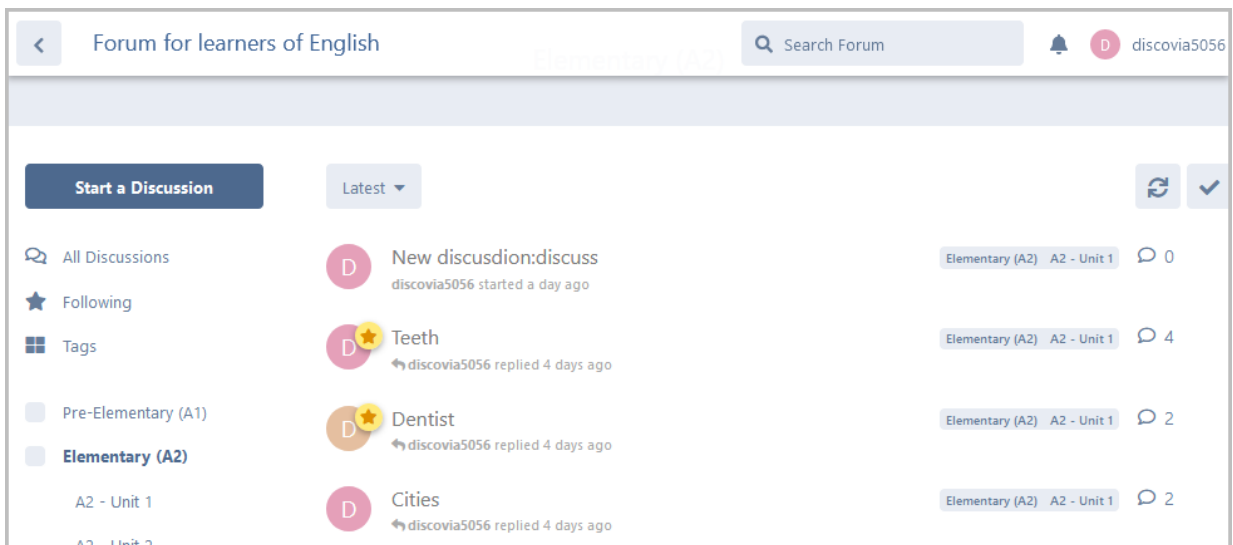
>

## Forums

### Forums




Share your experiences and opinions with other Net Languages students from all over the world.



## Audio speed control

### Audio speed control

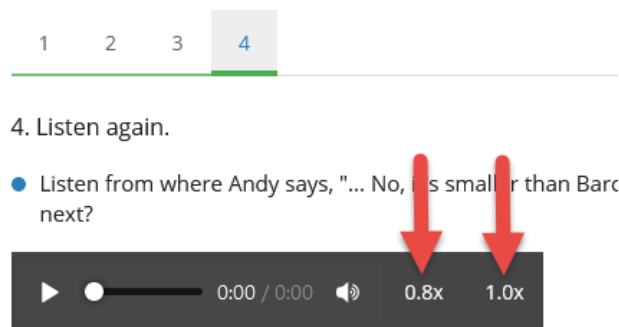


If you find the audio exercises difficult, you can slow down the speed.

1 2 3 4

4. Listen again.

- Listen from where Andy says, "... No, it's smaller than Barcelona next?"



## Additional resources

### Additional resources



Access useful online resources and practise listening and reading with learning materials and authentic sources.



### Additional resources

Video material

Listening material

Online reading

For elementary learners:

#### Pick of the month

- **Star Wars Day**  
May 4th is Star Wars day. Find out why.

#### Food

- **Pink chocolate**  
A new colour for chocolate.
- **Insect ice cream**  
A new flavour for your ice cream. Would you eat it?

## 4. Assessment

Marks are awarded as follows for this module:

Test	Marks
Final test	30
Total score	30