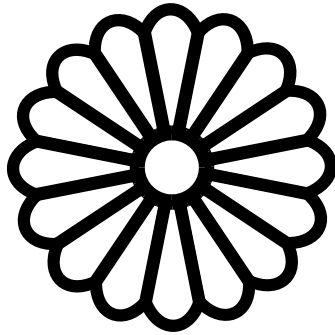


**INTERACTION CANADA
REVIEW PHASE
LEVEL C**
(Updated 2005)



by
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LANGUAGE TRAINING CANADA

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INTRODUCTION TO THE STUDENT

COMPONENTS

The materials for the review phase consist of this book of four units, *Interaction Canada* Review Phase Level C (originally Revised and Abridged, 1998), and selected exercises from the original audio tape.

APPROACH

1. Each unit contains materials for at least three to four hours of class time. Of course, how long you spend on a unit will depend on your language level, the speed at which you learn, and how much of each unit you choose to do.
2. The emphasis in these units is on oral communication. Most of the activities are designed for pairs or small groups. These activities can be taped so that you can work on them on your own or discuss them with your teacher. A few activities require you to work alone in order to prepare for a subsequent group activity.
3. Within each unit, you have opportunities to make choices. You can focus only on those functions you need, or you can choose which, if any, of the practice activities you want to do. You can also choose when to do the practices: e.g. beforehand in preparation for the unit itself; as they come up in the unit; at the end after you have looked at the whole unit as a review; or at any other time your group may decide on.
4. Although all activities are complete in themselves, you are invited to contribute your own contexts, information, problems or topics. In this way you can make the units reflect your own reality and get the most out of them.

UNIT TABLE

OBJECTIVE⇒	NARRATING	HANDLING WORK SITUATIONS
TASK UNITS⇒	Togetherness <ul style="list-style-type: none"> • Describing habits and routines • Expressing preferences • Expressing similarities and differences 	
	Take Part! <ul style="list-style-type: none"> • Narrating past experiences or events 	
WORKSHOP UNITS⇒		Suggesting and Disagreeing <ul style="list-style-type: none"> • Making tactful suggestions • Making direct suggestions • Expressing tactful disagreement • Expressing direct disagreement
		Complaints <ul style="list-style-type: none"> • Making complaints • Handling complaints

This table presents a quick overview of the revised and abridged “Level C Review Phase”. You may use the table to help choose which unit(s) to work on, and as a quick reminder of which functions are covered in each unit. Unit titles are those shown in bold.

There are of two types of units: **task** units and **workshop** units. See the next two pages for descriptions of each type and how they are meant to work.

The first, or *Overview*, page of each unit outlines the functions, vocabulary and structures you will be looking at in more detail than does this table. Check the beginning of each unit for a better understanding of what you will be expected to accomplish.

Being able to narrate and to handle work situations are the main objectives of the content of the four units of this version of the “Level C Review Phase”. Unit work is designed to make sure you are aware of the language you will need, and to help you to practise to be able to express yourself comfortably in English.

DESCRIPTION OF UNITS

Task and workshop units differ in their focus and in their organization.

TASK UNITS

These are units which focus on a task requiring the use of language: solving problems, analyzing, making choices or decisions, or making recommendations.


HOW ARE TASK UNITS ORGANIZED?


These units are organized by sub-tasks, that is, by the steps involved in accomplishing the task, for example, preliminary discussions, informal meetings with one or two others, making a final decision, plan or recommendation.


Expressions, vocabulary, grammar or strategies used in accomplishing each of these sub-tasks are presented en route where they are needed.

Optional practice activities to help you master these expressions, vocabulary, grammar and strategies are presented at the end of each unit.


WHAT DOES A TASK UNIT CONSIST OF?

1. An OVERVIEW, framed in a box on the first page of each unit, presents the functions, grammar, vocabulary or strategies presented in that unit.
2. The next sections each focus on a different step in the task. For example, when the task is the allocation of offices, the steps include analyses of work styles, routines and personality characteristics.
3. Wherever you see , you will find a list reminding you of expressions, vocabulary or grammar which you may already have learned.

Wherever you see  **Do You Know...?**, you will find a list of new expressions, vocabulary or grammar which you will need for the activities.

Wherever you see , you will find communication strategies which will help you to get your meaning across.

Often, after these lists, you will see ⇒ **Practice Activity**. This directs you to optional activities located at the end of the unit. These activities allow you to practise the expressions, vocabulary, grammar or strategies which have been presented. Since these activities are independent of the steps in the task, you may use or omit them, depending on your needs.

4. The symbol  indicates that the activity involves material found on the accompanying audio tape. (Note that audio tapes are presently unavailable)
5. Where required, **ANSWERS**, **NOTES** and **TAPESCRIPTS** are included at the end of the unit.






WORKSHOP UNITS

These are units which focus on language. The language is presented in the context of workshops similar to ones you might attend to improve your communication skills. For example, you can find out what language to use in a variety of situations requiring diplomacy, such as disagreeing with your boss, refusing an invitation from a sensitive colleague, asking for extra time off,

HOW ARE WORKSHOP UNITS ORGANIZED?

These units are organized by language function, that is, by the purpose for which expressions are used, such as suggesting, agreeing, disagreeing, inviting, refusing,

WHAT DO WORKSHOP UNITS CONSIST OF?

1. As in the task units, the first page of each unit is an **OVERVIEW** of the functions, grammar, vocabulary or strategies presented in that unit.
2. The next section, **BEFORE YOU BEGIN**, contains questions which will help you find out what you already know and what you need to learn about the functions and the expressions in the unit.
3. The next sections each focus on a different language function. For each language function you are given lists of the words and expressions you need and activities to help you learn them.
4. As in the task units, when you see the **headings**  **Do You Know...?** ,  **and**  **Have You Tried...?**  , **you** will find lists of the vocabulary, expressions, grammar or strategies you will need for each step.
5. Whenever you see **PRACTICE ACTIVITY**, you will find a communication exercise to use to practise the expressions, vocabulary, grammar or strategies which are in these lists.
6. The symbol  indicates that the activity involves material found on the accompanying audio tape.
7. Each workshop ends with a **CONSOLIDATION ACTIVITY**. Consolidation activities are interactions or games which will allow you to integrate everything you have learned in the workshop.
8. Where required, **ANSWERS**, **NOTES** and **TAPESCRIPTS** are included at the end of the unit.