Group Folder

The Secretarial English Folder

In your groups please prepare a SECRETARIAL ENGLISH FOLDER*.*

It is an investigation into ***general information*** *relating to* ***Secretarial English***

In groups, you should include the following 4 sections (Sections 1-4):

(Groups of 5 people will also include Section 5)

(Groups of 6 people will include both Section 5 and 6)

* SECTION 1 - A General Overview of Secretarial English
* SECTION 2 - The Importance of Secretarial English in the Office Place
* SECTION 3 - The Key Differences Between Secretarial English and Everyday English
* SECTION 4 - The Usage of Secretarial English in Technology
* SECTION 5 - How Secretarial English is Changing in the Modern Day
* SECTION 6 - The Most Difficult Aspects of Using Secretarial English

**Each person therefore is responsible for 1 whole section**

**Any copying or plagiarism OF ANY KIND in any section will result in 0 for EVERYONE in the group**

Prepare a folder based on these sections in any format you see fit. You can base your folder on any suitable research that you find or undertake, highlighting any examples using any multimedia formats that can be presented in the folder.

It is NOT expected to just be text. Pictures, charts, diagrams and graphics should be included. It can be presented as formally as you wish, but with a focus on creativity and interest.

Bonus marks will be awarded for originality and effort.

Remember this is worth 30% of your final grade.

It will be handed in on the final class.