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***

You should include the following sections:

* SECTION 1- General overview of secretarial English
* SECTION 2- Importance of secretarial English in the office
* SECTION 3- Differences between secretarial English and everyday English
* SECTION 4- Secretarial English and technology

**Choose 3 out of 4 sections in groups of 3**

Prepare a folder based on this work in a 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 a 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.