

A NOTE ON HOW TO USE A SELF-STUDY TEXT

1. THE ORGANIZATION OF CHAPTERS IN A SELF-STUDY TEXT

This text is divided into 12 chapters, each of which deals with the format and style of a different kind of business correspondence. It includes the language used in each style as well as a review of many important topics of grammatical usage which will be helpful to a writer of English language business correspondence.

2. GUIDE TO USING A SELF-STUDY TEXT

2.1 Do the pre-test and check the correct answers at the back of the text, in order to evaluate your knowledge of the subject before beginning the study.

2.2 Read each chapter carefully and do the exercises provided.

2.3 Check your answer against the answers provided at the back of the text. If your answers differ from those provided, reread the text and do the exercises again.

2.4 When you finish studying the whole text, do the post-test and check against the correct answer at the back of the book. Then, when this is completed, compare the results of the pre-test with that of the post-test to evaluate your understanding of the entire material.