

Each theme contains two units. In each unit, students learn to understand and perform the specific communicative functions relevant to the theme. The sixteen units are: *Booking a Flight, Checking in for a Flight, Booking a Room, Checking in at a Hotel, Meeting People, Saying Goodbye, Booking a Table, Ordering Food, Starting a Conversation, Making Conversation, Talking about Jobs, Talking about Previous Jobs, Asking for Directions Indoors, Asking for Directions Outdoors, Making a Business Appointment, and Making a Social Appointment.*

Each unit of study includes:

- **a Video lesson**—Learners watch a two-to-three-minute video that presents a business situation relevant to the theme of the unit , and then answer questions, or perform activities related to this situation. Learners may choose to read the text for the video by clicking the **Show Text** option.
- **a Listening lesson**—Learners listen to a two-to-three minute conversation related to the same kind of business situation already presented in the Video lesson. Learners listen to the recording and then answer questions, or perform activities that are related to this situation. Students may choose to read the text for the conversation by clicking the **Show Text** option.
- **Language**—Each language lesson gives learners an opportunity to practise new vocabulary, expressions, grammar structures, and language topics that are used in the other lessons in the unit.
- **Role-play**—In each Role-play lesson, learners can record themselves speaking the lines of one or both of the roles in a business situation related to the theme of a unit. Learners can listen to the original recording



The International Institute
of
Written Oxford English

of the speaking roles, and then record their lines. Speech recognition technology that is embedded in **Q Business Traveller** gives feedback on the accuracy of pronunciation and intonation. When learners have recorded all the lines for a role correctly, they can listen to the entire dialogue with their own voices together with the voice of the native speaker for the other role. Learners can repeat both roles as often as they wish.

- **Pronunciation UK / US**—In each pronunciation lesson, learners hear recordings of native speakers using the new vocabulary and phrases learnt in the unit. They then identify specific sounds, answer questions about correct stress on words in English, and record themselves saying new words and phrases. In the Pronunciation UK lesson, learners hear British pronunciation, while in the Pronunciation US lessons, all recordings feature American pronunciation.
- **Test** — At the end of each unit, learners can take a test on all the topics of the unit. They receive a score, and can view both their own answers and the correct answers for each activity.

The screens in **Q Business Traveller** are divided into two parts. The left side of the screen contains a video or audio recording with a text option under it, or a picture related to the theme of the unit. All interactive exercises are always on the right side of the screen. Learners can navigate through these exercises by clicking a number or an arrow at the bottom of the screen. Help and all tools—**Lexicon, Phrase Book, Grammar Book, Speaking Lab, My Progress** and **My Profile**— are at the top of the screen.



The International Institute
of
Written Oxford English

The main tools which learners can use for practice, examples and more information are the **Grammar Book**, the **Phrase Book**, the **Speaking Lab**, and the **Lexicon**.

The **Grammar Book** includes entries on grammar and other language topics that are taught or included covered in **Q Business Traveller**. Each *Grammar Book* entry gives a definition or short explanation for the specific topic, explains when and how each form is used, and includes relevant examples.

The **Phrase Book** is designed like a traveller's handbook, and includes several important phrases that learners need in order to communicate in each of the situations covered in **Q Business Traveller**, along with a short explanation of when to use each phrase, and a recording of a native speaker saying these expressions.

The **Speaking Lab** allows learners to listen to native speakers say phrases or sentences from each of the units in **Q Business Traveller**. They can record themselves saying each phrase, and receive both written and graphic feedback. This allows learners to compare their own recordings with those of the native speakers. Learners can listen to the native speaker or to his/her own recording as many times s/he wishes.

The **Lexicon** includes all the new words and phrases used in **Q Business Traveller** that are related to topics covered in the course. The *Lexicon* states what part of speech (a noun, verb, adjective, adverb, pronoun, preposition, or conjunction) each word is, and provides a simple definition for the word in English. Learners can also hear the correct pronunciation for each word or phrase.