Business matters

Writing

1 You are at a training workshop. The trainer asks all the trainees to complete the form and introduce themselves. Complete this form about yourself.

	Participar	t Information	
Name:			Date:
DOB:	Place of residence	e:	3
Contact: Phone		Email	Displaying .
Interests:		gadina data:	
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- Work in pairs. Swap your profiles and introduce your partner.
- Write an email message to introduce yourself to the employees in the company using the profile below or your own information.

You are a new employee in a company. Your position is a network administrator. You are responsible for setting up firewalls, security levels, wireless connection, usernames and passwords.

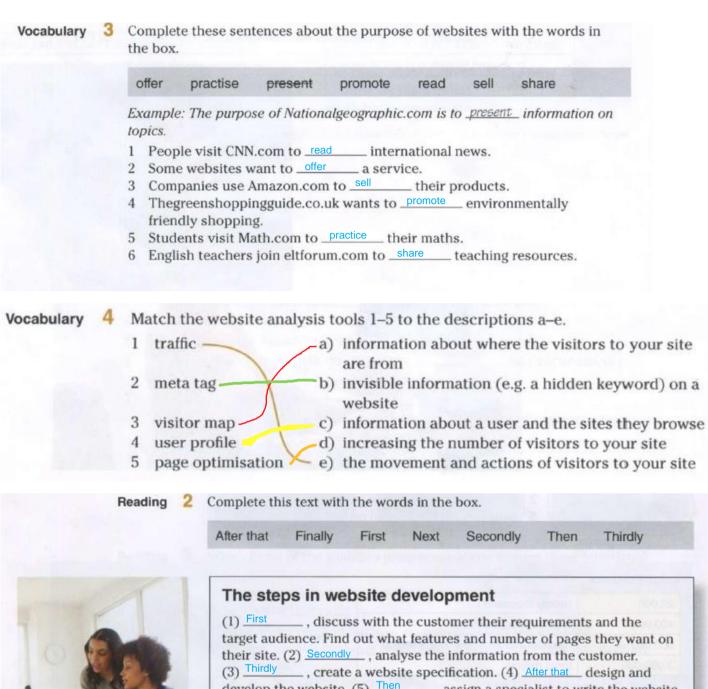
Reading

2 Read this text about different types of website. Answer these questions.

TYPES OF WEBSITE - A GUIDE FOR WEBSITE DESIGNERS

The purpose of an organisational website is to inform about an idea or event. Companies develop commercial websites to sell products or services. Entertainment websites are designed to entertain or provide fun activities. People visit news websites to obtain information. The purpose of a personal website is to provide information about an individual. Social networking websites help people to exchange personal information. Educational websites aim to share knowledge and enable online learning.

- 1 Why do people visit organisational websites? To kwon about an idea or event
- 2 Why do people visit company websites? To buy products or services
- 3 Why do people visit entertainment websites? To consume entertainment
- 4 Why do people visit news websites? To be informed





develop the website. (5) Then , assign a specialist to write the website content. (6) Next give the project to programmers for HTML coding. (7) Finally, test the website.

After you publish the website, update and maintain it on an ongoing basis. Monitor customer use.

GRAMMAR: PRESENT PERFECT SIMPLE