

8959 English for Business Communications

General Observations

It was pleasing to see improvement in the number of candidates achieving a First Class Pass this year at levels 1 and 2 and in those achieving a Pass at Levels 2 and 3. The majority of candidates seem to understand the format of the examination and produce relevant answers, especially at Levels 1 and 2, but there is still a high number of candidates who do not pass at Level 3, where more complex correspondence is required. Centres should bear in mind that a high level of understanding of the requirements of business communication is expected at this level.



Areas of good performance

At all three levels, the letters, memoranda and faxes achieve high marks and the layout of these is handled with confidence by most candidates. However, many candidates tend to omit a reference and/or heading. Checking that the salutations and complementary closes are consistent would also often improve layout even further. At Level 1, the majority of candidates use the standard letter form provided for Task 4 in a competent manner and high marks are often achieved on this task.

Spelling tends to be good across all three levels. Most candidates include the majority of the information requested, although not always in a logical order.

At Level 1, most candidates complete the whole paper and this year the vast majority of Level 2 and 3 candidates did likewise, although in many cases the final two tasks appeared to have been rushed. Greater attention to word limits and time management could improve the grades of a considerable number of candidates.

Areas for development

Many candidates lose marks simply because they fail to read the prompts carefully enough. These examinations test reading (as well as writing) skills but the vast majority of candidates who fail, do so because they have not followed the instructions they have been given.

It is permitted to use a dictionary at all levels and candidates should check any vocabulary they don't know and make sure they are very clear about what is required before they start to write anything.

It is also essential that candidates understand their 'role' within the company and bear this in mind throughout the examination. Frequently, for example, memoranda are sent by the wrong person – if a candidate is asked to send a memo in his/her own name, then this is what they should do. This will often

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Michael Brown



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English For Business Communications 8959 Level 2 Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the energy of words has be evident than ever. They have the capability to inspire, provoke, and ignite change. Such could be the essence of the book **English For Business Communications 8959 Level 2**, a literary masterpiece that delves deep in to the significance of words and their impact on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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