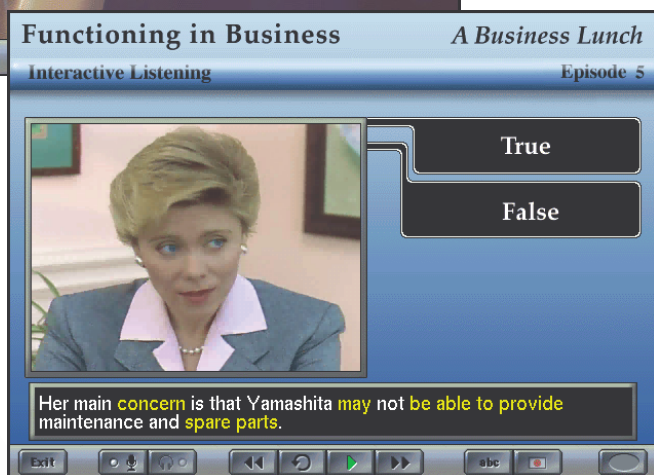


# Functioning In Business

## *An Interactive Video-Based Course for International Business English*

Business executives and students can sharpen their spoken English skills in a wide range of realistic business situations.

*Functioning in Business* follows Charles Blake on a business trip to the United States — from hotel check-in and introductions to making appointments, handling disagreements, and final contract negotiations. Using superb quality QuickTime™ video and advanced Speech Recognition technology, *Functioning in Business* immerses you in real-world business situations while at the same time providing a variety of practical, highly interactive exercises that develop listening and speaking skills. This combination also helps you achieve a mastery of key language functions, such as making requests, declining offers and making the qualifying statements that are essential to succeeding in today's increasingly competitive business world.



### Features

- QuickTime™ Video lessons
- Speech Recognition lessons and activities
- Speech record and playback
- Expanded Student Record-Keeping
- Online glossary
- On-screen text is available with the click of a mouse

### Benefits

- Full-motion video means high-interest content
- Speech Recognition lessons for speaking fluency
- Useful and easy evaluation tools for teachers

#### Reliable and Easy to Use.

DynEd courseware is designed by educators to meet the needs of students and teachers. No prior computer experience is required. Clear documentation and friendly customer support make each course easy to use.

***Functioning in Business* contains 10 units, providing a total of 40-50 hours of intensive study and practice at an intermediate level.**

**Each episode offers five ways to learn.**

### Video Presentation

*View and listen to the episodes, pausing and repeating as often as you wish. Each story segment presents relevant vocabulary in a realistic context.*

### Interactive Listening Comprehension

*Confirm your understanding of the language and events in each episode by answering comprehension questions. Pause at any time and view the online glossary for quick reference or to check your work.*

### Contextual Variations

*Practice speaking and improve your comprehension using the Speech Recognition feature to interact with characters in simulated conversations. See and hear alternative outcomes when different expressions are used.*

### Functional Dictation

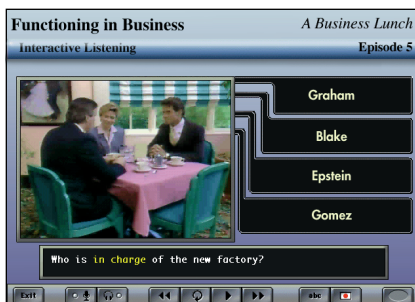
*Demonstrate your understanding of the language by filling in blanks with key words and phrases from the episodes.*

### Function Grid

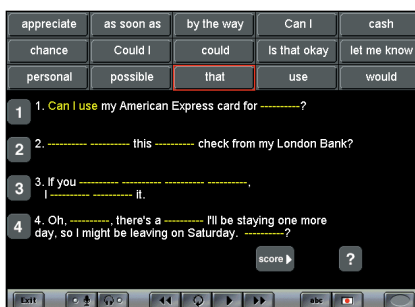
*Learn to recognize and practice using business language functions, such as requesting, refusing, suggesting and confirming.*



A major focus of the course is on the language most appropriate to a situation. Students practice listening and speaking a variety of useful phrases, all in context.



Comprehension checks challenge students as they go through the story. Questions vary according to student level.



Dictations review previous material while focusing on key vocabulary and useful phrases. Students listen to each phrase, and then click on the correct words to fill each space.

### Introduction

### Episode 1: Checking In

### Episode 2: Making an Appointment

### Episode 3: Confirming Plans

### Episode 4: An Important Introduction

### Episode 5: Business Lunch

### Episode 6: The Disagreement

### Episode 7: Keeping in Touch

### Episode 8: New Customer

### Episode 9: Negotiations

### Minimum System Requirements

#### Windows®

Windows® 98,  
2000, Me,NT:  
Pentium® 200 Mhz with 64 MB of RAM  
Windows XP:  
Pentium 300 Mhz with 128 MB of RAM  
16 bit sound card and microphone  
4X CD-ROM  
Speakers or headphones  
Thousands of colors

#### Macintosh®

Mac® OS 8.6 or later:  
200 Mhz Power PC with 64 MB of RAM  
Mac OS X 10.1.5:  
300 Mhz with 128 MB of RAM  
Built-in sound and microphone  
4X CD-ROM  
Speakers or headphones  
Thousands of colors

PlainTalk™  
Speech Technologies by  
Apple Computer, Inc.



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