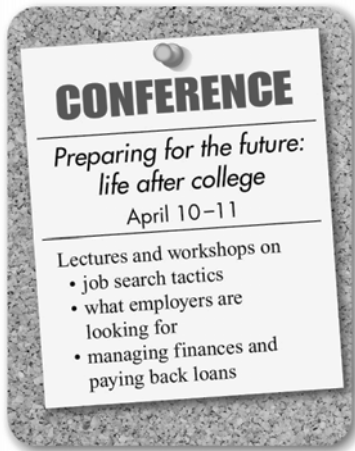


Unit 3 Writing quiz

A You were on the planning committee for a recent conference. The aim of the conference was to help students prepare for life after college. Read the notice and the notes evaluating the conference.



Conference feedback and ideas

- Good topics. Feedback positive from attendees.
- Central location of conference good. Easy to get to.
- Conference was held too late in year. Too late to use information? Schedule earlier.
- Expert speakers gave useful information.
- Not enough opportunity for attendees to ask questions!
- Great to have social time in evening - good for networking.
- Need a place to buy drinks and snacks.

B You have been asked to evaluate the conference in order to help the planners for next year. Use ideas from Part A and / or your own ideas and write a report.

Make sure that you:

- express results using present participle clauses, *so / such . . . that . . .* or *so*.
- express results using words and phrases like *as a result*, *consequently*, and *therefore*.
- avoid errors with *therefore*.

Sample Answer

The purpose of this report is to evaluate our first conference, which was intended to help students prepare for life after they finish their studies. As requested, I will present both positive and negative feedback on the conference.

There were many positive aspects to the first conference. The location was central and therefore easy for attendees to get to. Feedback on the topics was positive, and all the expert speakers gave useful information. As a result, conference attendees left with ideas and resources to help them. The social time on Saturday evening was very good, giving people a chance to network. In fact, people enjoyed it so much that they didn't want to leave.

On the negative side, the conference was held too late in the school year. Consequently, it may be too late for students to take advantage of the ideas and resources presented. Also, there was no scheduled time for questions after lectures, leaving many attendees feeling frustrated. Finally, drinks and snacks were not available nearby, so people had to run between sessions if they needed a snack!

In conclusion, this conference was a success, considering it was our first effort. Having said that, there are definitely some improvements we can make. However, if we take these points into consideration and work to improve them, the conference next year will be even better.