

# ChallengeWork - English

## Enhances Students' Word & Sentence Skills

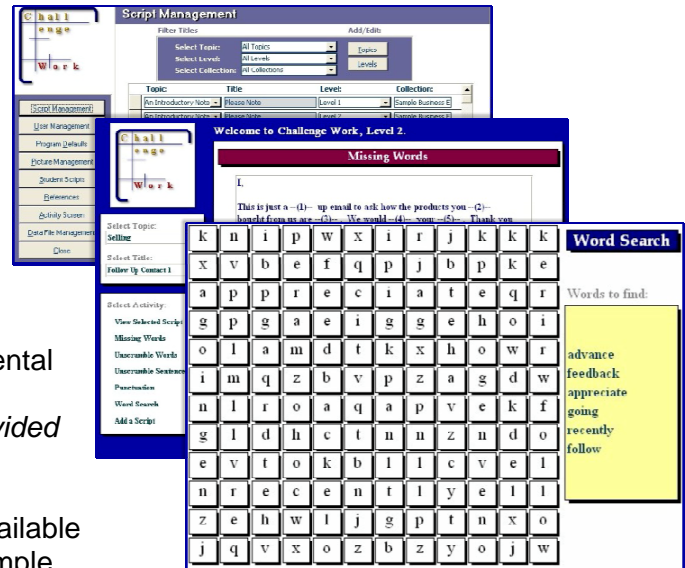
### Teachers, Teacher Aides Pro-active Parents & Employers:

We have developed a set of scripts for assisting students/employees in improving their business email writing – 120 sample emails have been added into ChallengeWork and grouped under the following headings:

- Buying
- Selling and..
- Projects

These samples are presented in four developmental levels, giving users the opportunity to grow their competence in email writing. *(Samples are provided on the following pages)*

OST Database Group plans to extend on the available script sets to include: more business emails, sample marketing, short stories, poetry, history of mathematics and such like.



### Activities & Scripts:

Challenge Work is a computer based management application for the delivery of worksheet style activities:

- Missing words
- Scrambled words
- Scrambled sentences
- Punctuation
- Word Searching

These activities are based on short scripts where specific words have been identified as the focus of the learning experience. Scripts and selected words can be:

- Added and/or edited by program administrators
- Offered by students for review by the administrator and for inclusion in the collection.



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### Buying

Index of Developed Sets of Scripts:

- Product Follow Up 1
- Product Follow Up 2
- Meeting Follow Up
- Service Request
- Request For Assistance
- Placing An Order
- Business Support 1 – Business Coach
- Business Support 2 - Bookkeeping
- Telecommunications
- Information Technology



### Sample Set:

*Product Follow Up 1*

<p>B,</p> <p>Thank-you for your email. Are you able to meet this Friday, at 10am?</p> <p>Regards, K.</p>	<p>B,</p> <p>Thank-you for your email. The product you described to us is very interesting. We may have use for a number of such products. We would like to meet with you to discuss the product features. Would you be available this coming Friday at 10:00am?</p> <p>Kind Regards, K.</p>
<p>B,</p> <p>Thank-you for your email. Your product line seems great. We would like a chance to meet. Would Friday, 10:00am suit you?</p> <p>Kind Regards, K.</p>	<p>B,</p> <p>Thank-you for your email outlining the benefits of your product. We are currently in the market for this kind of product. We would like an opportunity to discuss the features of your product. Would it be possible for you to provide us with a product demonstration? We are available for most of next week. What day and time might be suitable for you?</p> <p>Kind Regards, K.</p>

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### Selling

Index of Developed Sets of Scripts:

- New Product
- Follow Up Contact 1
- Further Sale
- Delivery
- Our Service
- Follow Up Contact 2
- Follow Up on a Concern
- Further Follow Up
- Sales Reporting
- Marketing Reporting



### Sample Set:

*Further Sales*

<p>Q,</p> <p>We have a new product that would work well with products you have previously bought from us. The details are attached.</p> <p>Cheers, K.</p>	<p>Q,</p> <p>We have just released an exciting new product that we believe will compliment your previous purchases. This new add-on product is the result of feedback from current users of our other products. We believe this product will be a very worthwhile investment. We would like to call you about its potential benefits during this week.</p> <p>Cheers, K.</p>
<p>Q,</p> <p>We have just released a new product that we believe would work well with products you have previously purchased from us. We have attached a document outlining the new product's benefits and features. We would like to follow up this email with a phone call over the next few days.</p> <p>Cheers, K.</p>	<p>Q,</p> <p>As a previous client, we would like to make you aware of our recent product release. We are very excited to announce our new add-on product, designed to work in with our current product line. Based on previous product feedback, we have prepared this add-on to compliment current product features, opening up a range of new potential benefits. We have attached a brochure for our new add-on, and would love to meet with you to discuss its various merits.</p> <p>Cheers, K.</p>

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### Projects

Index of Developed Sets of Scripts:

- Project Progress – Stage One
- Project Progress – Final Delivery
- Project Progress – Technical Issue
- Project Progress – Change to Scope
- Project Meeting Request
- Acceptance & Authorisation
- Notification of Risk
- Quality Assurance – Update Notification
- Supplier Delivery Issue
- Project Meeting



### Sample Set:

*Project Progress – Stage One*

<p>A,</p> <p>We have finished stage one of your project. When can we meet with you?</p> <p>Cheers, M.</p>	<p>A,</p> <p>We have completed the first draft of your project. We would appreciate the opportunity to meet with you to check that we are on track. When would be convenient for you?</p> <p>Cheers, M.</p>
<p>A,</p> <p>We have finished the first stage of your project. We would like to meet with you to get some feedback. When would be suitable?</p> <p>Cheers, M.</p>	<p>A,</p> <p>We have completed stage one of your project and are seeking your feedback before we proceed. Many of your requirements have been addressed in this draft, and will therefore give us a good basis for discussion. We have Tuesday and Wednesday morning free this week. Would this be suitable for you?</p> <p>Cheers, M.</p>

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### Overview

*Challenge Work - English* is an educational application that challenges users to:

- Develop word skills;
- Develop sentence skills;
- Stimulate creativity.

### Features

#### Users

*Challenge Work - English* contains the following activities grouped by topic and graded on four different levels:

- Word searches;
- Unscrambling words;
- Unscrambling sentences;
- Identifying correct punctuation.

#### Administrators

*Challenge Work - English* contains an extensive administration component allowing administrators to:

- Add/edit/remove scripts, group scripts by level and/or topic;
- Manage user details;
- Manage the addition of user pictures and scripts;
- Manage the script references;
- Manage the data file including backups and imports.

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### Teachers, Teacher Aides and Active Parents:

- Are you looking for assistance with enhancing students:
  - Word skills,
  - Sentence skills,
  - Punctuation,
  - Creative Writing,
  - Grammar?
- Would computer managed, worksheet style Activities support your teaching and/or your students' learning?
- Would you and your student(s) see value if such activities were based around short stories, poetry, business emails, history of maths and such like?

### Activities & Scripts

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