

Dear Facilitator

When we compiled this guide we wanted not only to give you what we think are the correct answers, but also to give you ideas to stimulate class discussions, etc. We hope we have achieved this. You may, however, have different answers to ours and a different approach to ours.

We enjoyed writing the two NCV Language books – one aimed at the generic business studies and the other at engineering studies. The two facilitator's guides should help you as you work through the books.

You will notice that we have used more than one form of assessment as we have included different checklists, rubrics, evaluation sheets and assessment forms. Adapt these to suit your needs.

We have used different font sizes as we have tried our best to fit in every activity on one or two pages. We hope this will help you should you want to make copies of the answers or use them on an overhead projector, etc. We recommend that you print all the pages of this facilitator's guide and file them for easy reference.

Please feel free to contact us should you have any comments or feedback about the books or facilitator's guides. We hope you enjoy the book and wish you every success with your NCV3 Language teaching.

Best wishes

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