Language from Nine to Five Review by Connie Shek Kan Kojima

LANGUAGE FROM NINE TO FIVE. Kearney Rietmann. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1985. pp. 192, List Price \$8.95.

Language from Nine to Five is a business oriented textbook. It is divided into twenty-six individual units. Each unit focuses on a specific topic which is very common in the business field, such as job interviews, traveling overseas, and so forth.

At the beginning of each unit, several questions which act as an introduction to the topic of the sesson are provided for teachers to ask the class. Following the introductory questions is a short story which is directly related to the topic. Teachers can use it for comprehension exercises as well as class discussion. This story can be either read aloud by teachers or students or read silently by the class. Then a series of written exercises following one after the other directs learners from oral communication to written communication. These written assignments, which involve group discussion, provide learners chances to learn from one another as well as from the teachers. Finally, the unit ends up with a cloze exercise, which helps

students review the vocabulary that they have learned during the lesson. Throughout the whole lesson students mainly learn both oral and written business communication skills from oral discussions and written exercises.

This textbook is very suitable for advanced level students who are studying Teachers should have high business. English proficiency and knowledge about business. They can easily select topics that meet students' needs from the contents list and they can even shorten the total number of units to fit the time of the course with Furthermore, the introduction to ease. teachers serves as a good teaching guide making a teacher's manual unnecessary. Overall, Language from Nine to Five is a good source for teaching especially when teachers are highly creative and students are willing to participate.

About the Reviewer

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