

ADAPT

As you receive information, introduce changes to improve the effectiveness of the decision.

SPECIFY

Write down exactly what the results of your decision must be for it to be successful.

DREAM

Make the ideal decision. Do not be limited by budgets and time limits.

REVIEW

Get reports and assess how effective the decision is in terms of achieving its objectives.

CLASSIFY

Is it an everyday problem or will it require a new solution?

IMPLEMENT

Decide who is responsible for what, set deadlines, make sure everyone is informed.

COMPROMISE

Adapt to your limitations and find a realistic and effective course of action.

DEFINE

Write down a precise definition of the problem.



Eight-step decision making

ACTIVITY

Groupwork: reading, speaking

AIM

To put a set of sentences in the correct order.

GRAMMAR AND FUNCTIONS

Giving instructions

VOCABULARY

objectives, budgets, specify, time limits, classify, routine procedure, deadlines, implement, data, compromise

PREPARATION

Make one copy of the worksheet for each group of four or eight students in the class and cut it up as indicated into cards.

TIME

15-20 minutes

PROCEDURE

- 1 Tell the students that they are going to learn the secret of making decisions in an organised way.
- 2 Divide the class into groups of four or eight.
- 3 With a group of four, give each student two of the cards cut from the worksheet; with a group of eight give each student one card.
- 4 Explain that the cards each group has received are the eight stages in making an organised decision. Their task is to work out the correct order of the stages and write it down (in full or note form). They may read the stages aloud to each other, but they must not show each other their cards.
- 5 Check that they understand the instructions and ask them to start. The answer is as follows:
 - 1 CLASSIFY Is it an everyday problem or will it require a new solution?
 - 2 DEFINE. Write down a precise definition of the problem.
 - 3 SPECIFY Write down exactly what the results of your decision must be for it to be successful.
 - 4 DREAM Make the ideal decision. Do not be limited budgets and time limits.
 - 5 COMPROMISE Adapt to your limitations and find a realistic and effective course of action.
 - 6 IMPLEMENT Decide who is responsible for what, set deadlines, make sure everyone is informed.
 - 7 REVIEW Get reports and assess how effective the decision is in terms of achieving its objectives.
 - 8 ADAPT As you receive information, introduce changes to improve the effectiveness of the decision.
- 6 Ask the students to compare this procedure with day-to-day decision making in their jobs and companies. Is it always practical or necessary to work in this structured way?