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Placing an order

A You work for a book publisher in Canada. You are going on a business trip to Japan. While you are there you will visit a number of agents, teachers at

universities, bookshop owners, and someone from the Ministry of Education. Choose some suitable gifts from the list below to take with you.

Excel Promotional Items			Excel Promotional Items		
	Catalogue	Price £		Catalogue	Price £
		No.			No.
Clothing			Leather goods		
Ties (black, red, green)	1001	6.00	Bookmark (black, red or green)	1201	2.50
T-shirts (small, medium, large, extra large)	1002	14.00	Card holder	1203	7.50
Umbrellas (golf or ladies')	1003/4	18.00/12.00	Pocket diary	1204	11.00
Sunglasses	1005	28.00	Games		
Silk scarves	1006	17.50	Travel chess	1402	4.50
Stationery			Cards (set of two packs)	1403	3.75
Pens (fountain or ballpoint)	1101/2	8.00/1.00	Backgammon	1404	6.00
Desk diary	1103	10.00	Accessories		
Calendars	1105	13.50	Watches (for women and men)	1301/2	24.00/26.00
Note book	1106	1.75	Alarm clock	1303	14.00
			Lighters (six different colours)	1304	1.50
			Penknives (Swiss Army style)	1305	13.00

B You work for a company which sells corporate gifts. You put the customer's name or company logo onto the products you sell.

Excel Promotional Items	Catalogue No.	Price £	Quantity	Discount	Total £
CLOTHING					
Ties (black, red or green)	1001	6.00			
T-shirts (small, medium, large, extra large)	1002	14.00			
Umbrellas (golf or ladies')	1003/4	18.00/12.00			
Sunglasses	1005	28.00			
Silk scarves	1006	17.50			
STATIONERY					
Pens (fountain or ballpoint)	1101/2	8.00/1.00			
Desk diary	1103	10.00			
Calendars	1105	13.50			
Note book	1106	1.75			
LEATHER GOODS					
Bookmark (black, red or green)	1201	2.50			
Card holder	1203	7.50			
Pocket diary	1204	11.00			
GAMES					
Travel chess	1402	4.50			
Cards (set of two packs)	1403	3.75			
Backgammon	1404	6.00			
ACCESSORIES					
Watches (for women and men)	1301/2	24.00/26.00			
Alarm clock	1303	14.00			
Lighters (six different colours)	1304	1.50			
Penknives (Swiss Army style)	1305	13.00			
TOTAL					

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Worksheet

15

ACTIVITY

Pairwork: speaking, filling in an order form

AIM

To place and to receive an order.

GRAMMAR AND FUNCTIONSCountable and uncountable: *some* and *any**How many?*

Plural form of nouns

Would like, have got

Dealing with figures

VOCABULARYPromotional items: *a calendar, a diary, a note book,**an umbrella, a silk scarf, sunglasses, clothing, stationery,**a penknife, a watch***PREPARATION**

Make one copy of the worksheet for each pair of students in the class. Cut out Student A and Student B sections as indicated.

TIME

30 minutes

PROCEDURE

- 1 Ask the students to give examples of promotional products that can be used to advertise a company. Pre-teach the vocabulary.
- 2 Ask the students to work in pairs and divide them into Student A and Student B. Give each student the appropriate part of the worksheet.
- 3 Explain that Student A is a customer and needs to buy some promotional gifts while Student B works for a company which sells corporate gifts.
- 4 Ask the Student As to read the descriptions of the people they will need gifts for and decide what to get. Ask the Student Bs to decide what their discounting policy is going to be, that is, how much discount they will allow for quantity purchasing and also to imagine that some items are out of stock.
- 5 Model the activity with a more confident student.
For example:
You: *I'd like to order some stationery with the company's name on it.*
Student: *What kind of stationery do you want?*
You: *Have you got any pens?*
Student: *Yes, we have. How many would you like?*
You: *Well, how much are they?*
Student: *They're £8 each.*
You: *OK, I'll have ten, please.*
- 6 Ask the students to work in pairs, a Student A with a Student B and to sit back-to-back so they cannot see each other, or see each other's worksheet.
- 7 Student A now telephones Student B to place an order. Student B should take down the order, filling in the form.
- 8 When they have finished, ask the students to report back on what they have ordered for each client.

FOLLOW-UP

Ask the students to write a fax confirming their order.