



The Deck of Business Conversations

Materials: A deck of playing cards (with the jokers)

Level: Pre-intermediate and intermediate

Note: This speaking class is ideal for small groups or one-to-one business classes, with you acting as the questioner. For larger groups, nominate one person as the questioner or have students take it in turns.

Procedure:

Pre-speaking task

Draw the following symbols on the board.



Ask the students where they see them (in a deck of cards) and what they are (spades, clubs, hearts and diamonds). Go over the face cards: King, Queen, Jack. Are they similar in their language? If you haven't already done the first Deck of Conversations (an earlier lesson plan from the Speaking Skills section in www.onestopenglish.com) activity, follow this up with a couple of questions about card games. Do the students have any favourite card games? Do they like playing cards? When do they play? Explain that today's speaking class is based around the deck of cards.

Speaking Activity

1. Remove the cards 2 to 8 from each suit of the deck.
2. Place the deck of cards face down on the table.
3. Ask the student to pick up the top card and read out what it is.
4. Read the corresponding question or task. They must answer in English.
5. Repeat steps two and three with the next student and so on.
6. At the end, conduct a short feedback slot where you highlight errors or interesting information people found out during the activity.

Diamond Cards Teacher Notes

The Diamond Cards involve the student asking the teacher or another student a question and taking notes on the answer. If you are answering the question, you can invent your own answers or use the following ones.

9 – office number (416) 228 6734 home number (416) 687 4655

10 – georg.darrel@voila.fr / www.voila-co.com

J – (decide on a time that you are free, but make the other person work for it)

Q – (arrange with the student a new class schedule, but negotiate)

K – Barnaby Clooney

A – You can give the following table of prices, changing the currency for the local currency of where you are teaching

# of units	Price per unit
1-100	\$1.30
100-250	\$1.13
251-500	\$0.99
501+	\$0.87

CARD TASKS / QUESTIONS



♠ Spades: Personal Information

For the spades tasks, the speaker must give some personal information about themselves. This will often involve spelling words and giving numbers.

9 – Spell your first and last name

10 – Give your office number and mobile number, if you have one

Jack – Give your complete home address

Queen – Give your email addresses (personal and work)

King – Give your company mailing address, fax number and website, if it has one

Ace – Say what your daily timetable is (when do you start, have lunch, finish work etc.)

♣ Clubs: Descriptions

For the clubs tasks, the speaker must describe what is asked for at least one minute.

9 – Describe yourself

10 – Describe your job

Jack – Describe the room you are in

Queen – Describe the company where you work

King – Describe the city you are from

Ace – Describe this game

♥ Hearts: Work Experience

For the hearts questions, the speaker must answer a question about his/her work experience. The other people in the group must ask a follow-up question.

9 – What education and training do you have?

10 – What was your first job?

Jack – What is the best thing about your job?

Queen – What is the worst thing about your job?

King – What other jobs have you had?

Ace – What qualities does someone need to do your job?

◆ Diamonds: Ask and take notes

For the diamonds questions, the speaker has to ask the teacher (or another student) for some information or do a task. The speaker must take notes based on the information they receive.

9 – Ask for a phone number

10 – Ask for email address and website information

Jack – Arrange a special meeting for next week

Queen – Ask to change the class schedule

King – Ask someone to spell a name

Ace – Ask for a list of prices

JOKER CARDS

ASK ANY OF THE QUESTIONS OR GIVE ANY OF
THE TASKS TO THE TEACHER!