24 | *What's the word for…?*

Student A

How do you pronounce *subsidiary*?

What does *launch* mean?

What's the word for a person who sells things for a company?

What's the word for the things which people buy on the stock market?

How do you spell that?

Find out the word – ask questions.

1 It's a building. You store goods in it.
2 It's a person. He or she looks after the financial records of a company.
3 It's a diagram. It uses lines to show the performance of a company.
4 It's part of a building. You receive visitors there.
5 They are people. They do not work all the time for the company.
6 It's a department. It deals with training, welfare, salaries and pensions.

Explain the word – give answers.

| supplier | turnover | invoice | agent | brochure | consumer |

Student B

How do you pronounce *subsidiary*?

What does *launch* mean?

What's the word for a person who sells things for a company?

What's the word for the things which people buy on the stock market?

How do you spell that?

Find out the word – ask questions.

1 It's all the money. It comes into the company from sales of its products.
2 It's a person. He or she uses goods.
3 It's a document. It tells people about a company's products.
4 It's a company. It provides your company with the things it needs.
5 It's a piece of paper. It tells you how much you have to pay for goods.
6 It's a person. He or she represents your company in another country.

Explain the word – give answers.

| part-time staff | personnel | reception | warehouse | accountant | graph |

What's the word for...? Worship Worksheet **24**

ACTIVITY
Pairwork: speaking

AIM
To give definitions of words and to learn new words their meaning, pronunciation and spelling.

GRAMMAR AND FUNCTIONS
Defining relative clauses using *who, which, where*
Learning new words

VOCABULARY
Company terms: *an agent, turnover (financial), a supplier, a subsidiary, a warehouse, a salesman, an accountant, part-time, personnel, an invoice, reception*

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
40 minutes

PROCEDURE
1 Ask the students to work in pairs and divide the class into Student A and Student B. Give each student the appropriate part of the worksheet.

2 Ask the students to look at the speech bubbles at the top of their worksheet. Explain that they must ask and answer the questions in the speech bubbles with their partner.

3 Check the answers with the whole class.

4 Tell them that they are going to try to find the right word for something by asking questions.

Write on the board:
   They are people. They buy things from a company.
Elicit or give students the question:
   What is the word for people who buy things from a company?

5 Draw students' attention to the 'Find out the word' section on their worksheets and explain that they must make questions from these sentences.

6 Explain that the student who is asked the question must then choose the correct word from the list of words under the 'Explain the word' section.
The student who asked the question should also be encouraged to ask about the spelling and pronunciation of the word.
For example:
   How do you spell that? How do you pronounce that?

7 Explain that they can either ask and answer questions alternately, or Student A can ask all his/her questions and then Student B can do the same.

8 Check the answers and the pronunciation of each word with the whole class.

9 Ask each student to think of another thing they would like to know the name of, and then to put their question to the whole class.

FOLLOW-UP
Ask the students to choose from the words below and write suitable definitions. All these words will be used in the activities on the following worksheet.
   to fit, to attach, to switch on, a battery, solar power, packaging, waterproof

ANSWERS

Student A

1 warehouse
2 accountant
3 graph
4 reception
5 part-time staff
6 personnel

Student B

1 turnover
2 consumer
3 brochure
4 supplier
5 invoice
6 agent