

Have you ever...?



spoken on the phone in English?

visited the USA?

received a fax in English?

used a manual in English?

needed English in meetings?

received English-speaking visitors in your company?

used English with people who weren't British or American?

used English to buy or sell anything?

Y/N	DETAILS

Experiences

Worksheet

32

ACTIVITY

Pairwork: speaking, reading, writing

AIM

To talk about experiences of using English in business situations.

GRAMMAR AND FUNCTIONS*have you ever* + past participle

Past simple questions

VOCABULARY*phone, fax, receive, manual, meeting, visitor, company, buy, sell***PREPARATION**

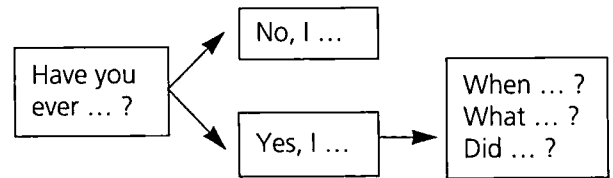
Make one copy of the worksheet for each student.

TIME

15 to 25 minutes

PROCEDURE

1 Put the following flow chart on the board:



2 Elicit completions for the chart.

For example:

*Have you ever been to Paris? Yes, I have.**No, I haven't.**When did you go there?**What was it like?**Did you like it?*

Drill some of the sentences if necessary.

3 Give out the worksheets.

4 Ask the students to read the questions and think about their own answers but not to write anything. Answer questions about vocabulary and drill if necessary.

5 Go through some of the questions on the worksheet. Elicit and suggest examples of questions for each *Have you ever ...?* question on the worksheet.

For example:

Teacher: *Have you ever spoken on the phone in English?*Student: *Yes, I have.*Teacher: *What was it about?**Was it easy to understand?*

6 Divide the class into pairs.

7 Get the students to ask each other the questions and complete the worksheets. Allow about ten minutes.

8 Ask the class some of the questions: *Has anybody ever made a phone call in English? What was it about? Was it easy to understand?*