

Knowledge

by Adrian Doff

Level: Intermediate and above

Time: 20 minutes

Aim: – To use common expressions for talking about knowledge and expertise.
– To talk about things you know about, and what you know how to do.

There are three ways of using this worksheet:

- Give the worksheet to students to work through independently, and then in the next lesson go through the exercises and deal with any points that arise.
- Use the worksheet for an active classroom lesson. The notes below give ideas for doing this.
- Do not give the worksheet out in class but use it as the basis for your own lesson, getting ideas and phrases from the students and presenting language on the board (use the notes below to help you). Then give out the worksheet at the end, and ask students to do the exercises for homework.

Warm-up

Give out the worksheet.

Warm-up: Establishing the concept

Read the three texts at the top of the worksheet. Establish that they are advertisements for jobs. Ask what kind of job they might be for.

Possible answers:

- A An office job: an accountant or secretary.
- B A job in the aircraft industry: an engineer or a designer.
- C A job with an Italian food shop, or distributor, or perhaps a catering company.

Worksheet

Language focus

1. **know:** Read the examples, and point out that the common phrase is *know... about...*

Write on the board: 'I know a lot about...', 'I know a bit about...' and 'I know nothing about...'. Ask students to note down a continuation for each (it could be about their work or about other things). Then ask them to tell you what they wrote.

Larger classes: Pairwork: Students tell their partner what they wrote. Then ask some students to tell you what they found out from their partner.

2. **knowledge:** Point out that *knowledge* is the noun from the verb *know*. Check that students can pronounce it correctly. Read the examples, and focus on the expressions 'extensive knowledge' (= knowledge about about many different aspects) and 'limited knowledge' (= knowledge about a few aspects only). Give other examples, and discuss what it might mean to have e.g. extensive/limited knowledge of wine, or of Italian food.

Ask students to think about their own job. What do they need extensive knowledge of? What do they only need limited knowledge of? And what do they need no knowledge of?

3. **expert, expertise:** Read the examples, and check that students understand the phrase 'a leading expert' (= one of a few top people) and 'an acknowledged expert' (= everyone agrees that he/she is an expert). Ask students what kind of experts might be important for their company.

Read the examples of expertise, and check that students can pronounce it correctly. Ask students what areas they think they have expertise in.

4. **know how to:** Read the examples, and point out that:

- if you know how to do something, it means you can do it because you've learnt to do it;
- we must say 'know how to (swim)', not 'know to'.

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Give examples of a few different kinds of people, e.g. Prime Minister; student of English; 3-year-old child; office worker; shop assistant. Discuss some of the things they should know how to do.

Practice

1. Talk or write:

Students write two advertisements, following the style of the examples at the top of the worksheet. Then ask them to read out what they have written.

Alternative: Give students a few moments to think about the topic, and possibly make a few notes. Then ask them in turn to say what the jobs require.

Larger classes: Do this as pairwork. If students have the same job, they can write the advertisements together. Ask pairs to read out one of their advertisements.

2. Exercise:

Let students do the exercise in pairs. Then go through it together.

Answers:

- a) know how
- b) knowledge of (or expertise in)
- c) knows nothing
- d) tax expert
- e) expertise in (or knowledge of)
- f) expert on (or in)

Other language areas you could explore:

1. The adjective 'knowledgeable'

- *she's very knowledgeable about old cars; a very knowledgeable salesperson, doctor, etc.*

2. Skill

- *have (marketing) skills, be a skilled/unskilled (worker)*

3. Ability

- *be able to, can*
- *be good at (organizing people), be a good (organizer)*

4. The noun 'know-how'

- *scientific, marketing, business, financial, technical know-how*

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BUSINESS & ESP WORKSHEET

A
'Candidates should have some **knowledge of** bookkeeping, and should **know how to** use Word and Excel.'

B
'We are looking for someone with engineering and technical **expertise**. **Knowledge of** aircraft design would be an advantage.'

C
'The successful applicant should have extensive **knowledge of** Italian food, and should **know how to** drive.'

know

You know *about* a subject:

know	a lot a certain amount a bit nothing	about...
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I know almost nothing about company taxation.
He knows a certain amount about marketing.
She knows a lot about computer design.

knowledge

You have knowledge *of* a subject:

have	extensive some limited no	knowledge of...
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I have almost no knowledge of company taxation.
He has some knowledge of marketing.
She has extensive knowledge of computer design.

expert, expertise

If you know nearly everything about a subject, you are **an expert on** (or **in**) it:

He is a leading expert on aircraft design.

I'm not an expert on computer programming, but I know a certain amount about it.

She's an acknowledged expert in financial management.

We can say:

*a financial expert
a tax expert
a marketing expert*

Person:	expert	We need a marketing expert.
→ Quality:	expertise	We need someone with marketing expertise (or expertise in marketing).

know how to

You know how to do something (= you can do it)

Do you know how to use Excel? (= Can you use it? Have you learnt it?)

He's not a very good manager. He doesn't know how to keep his employees happy.

Exercise

1. Complete these sentences. Use one word from Box 1 and one word from Box 2.

Talk or write

Write an advertisement for
1 your own job
2 another job in your company

Use expressions like those in the advertisements at the top of the page.

- a) I'm afraid I don't _____ to use Vectorworks.
- b) We're looking for someone with _____ East Asian markets.
- c) He's not suitable for the job. He _____ about graphic design.
- d) She's a _____. She can save your company a lot of money.
- e) We used her _____ interior design to help us plan our new office.
- f) I'm not really an _____ cars, but I know how to do basic repairs.

Box 1
tax
knows
expert
expertise
knowledge
know

Box 2
how
of
expert
in
on
nothing