

25

Conversations

Situation cards



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|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1 A marketing manager telephones the head of the company's advertising agency. They talk about the latest campaign for the company.</p> | <p>2 The MDs of two competing companies run into each other in the bar at a conference. They talk about their industry and their companies.</p> | <p>3 Two colleagues from the same office go for lunch together. They talk about their boss and the other people in the office.</p> |
| <p>4 A boss and his/her subordinate are in a meeting. They talk about the quality of the subordinate's work.</p> | <p>5 An entrepreneur has a meeting with a local bureaucrat. The entrepreneur wants permission to extend his/her factory.</p> | <p>6 A salesperson pays a visit to an important customer. They talk about the company's products and the customer's orders.</p> |

Verb cards



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|-----------|-----------|-----------|
| agree | decide | hope |
| promise | refuse | advise |
| encourage | persuade | remind |
| warn | explain | suggest |
| complain | introduce | deny |
| accuse | demand | enquire |
| invite | request | apologise |
| accept | offer | threaten |

Teacher's Notes

Conversations **Worksheet** **25**

ACTIVITY

Pairwork and whole class: writing, speaking

AIM

To plan and act out various conversations.

GRAMMAR AND FUNCTIONS

Reporting verbs

VOCABULARY

advertising agency, MD (Managing Director), competing, to run into someone, conference, boss, colleague, subordinate, entrepreneur, bureaucrat, salesperson, customer, to pay a visit

PREPARATION

Make one copy of the worksheet for each group of twelve students in the class. Cut out the cards, keeping the two sets - 'Situation cards' and 'Verb cards' - separate.

TIME

25-35 minutes

PROCEDURE

- 1 Tell the students that they are going to practise speaking in different business situations.
- 2 Write the verbs from the worksheet on the board.
- 3 Elicit an example sentence from the class for each verb. For example: ENQUIRE 'Can you tell me the price of this, please?'
- 4 Divide the class into pairs.
- 5 Present the 'Situation cards' face down to each pair in turn and ask them to choose one. This is the situation they must act out. Ask them not to show their card to any other students.
- 6 Present the 'Verb cards' face down to each pair in turn and ask them to choose three. These are the 'events' (complaining, denying, enquiring...) they must act out in the conversation. The students must not use the verb itself (or show the card) but must act out the function.
- 7 Give them time to prepare their conversations. This can be a rough plan or a detailed script depending on the students.
- 8 When they are ready, the students, in pairs, act out the conversation they have prepared. As each pair acts out their conversation, the others watch and try to guess:
 - what situation they are acting out
 - what three verbs they have on their cards.