

The 25th P.A.R.K. Conference

25.
Special edition
P.A.R.K. Conference

Spicing up the Business English Classroom

Marjorie Rosenberg


Express Publishing


INFOA

Mendel University, Brno, 9 November 2019

*How can we spice up our business English lessons?

Use supplementary activities which

- *get our learners talking
- *encourage real communication
- *require critical thinking skills
- *get learners moving about
- *are fun




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*Why use supplementary activities?

They are :

- * adaptable
- * relevant
- * flexible

They often require:

- * team work
- * cooperation



Students at the University of Graz
Marjorie Rosenberg


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*Who do we teach?

- University students
- Learners in adult education institutes
- Learners in private language schools
- Learners in in-company courses
- Others?



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Teacher Training Course
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*What should activities be?

- Task-oriented
- Goal-oriented
- Purposeful
- Relationship-building
- Culturally sensitive
- Collaborative




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*Which soft skills should we teach?

- Turn-taking
- Active listening and responding
- Asking for and giving opinions
- Speculating and hypothesising
- Agreeing and disagreeing
- Asking for clarification
- Clarifying
- Reaching consensus



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The Cooperative Test


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*Departments in a company

- Descriptions and names
- Office layout - logic puzzle
- Telling guests how to find an office



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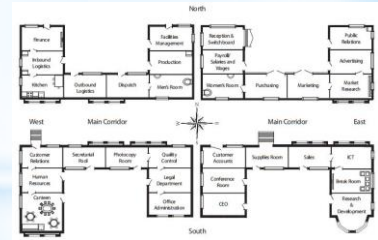
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*Office layout - answer key

Communicative Business
English Activities
Marjorie Rosenberg
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Read the descriptions and choose the correct department.

- 1 The ☐ **Outbound Logistics** ☐ **Dispatch** Department ensures that goods are distributed to wholesalers, retailers, or branches.
- 2 The ☐ **Purchasing** ☐ **Marketing** Department buys in goods and services.
- 3 The ☐ **Inbound Logistics** ☐ **Finance** Department is in charge of material management within the company.
- 4 The ☐ **Public Relations** ☐ **Payroll** Department is responsible for ensuring that employees are paid.
- 5 The ☐ **Sales** ☐ **Market Research** Department gathers data in order to identify customer needs.

*Digital resource - Multiple choice

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*Reflection

- Which activities would help your learners and why?
- Do you have any ideas for adapting the activities?
- What else do your learners need?



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*Any Questions?



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