

1: 5 Minute English - ESL Lessons - Helping you learn English

Reflecting real-life business activities such as emails, noisy telephone conversations, making excuses, negotiating, handling customer complaints and cultural awareness, Five-Minute Activities for Business English helps teachers mirror the pacey feel of the work environment.

Stick to 4 or 5 letter words. When students are familiar with the game you can get them to come and put their own words on the board. Think of a rule which governs which items can be taken on a picnic, for example, it must be six letters long, or it must start with a vowel. In this example, the rule is that the word must be an uncountable noun. Can I take orange juice? Yes, you can take orange juice. Give an initial word, for example, banana and each student takes it in turns to say a word which they associate with the previous word. Simply ask students to work in pairs and find three things that they have in common and then report back to the class. Draw a Tic Tac Toe grid on the board and in each space write a topic that you think some of your students might be interested in or have some knowledge of. Play the game with two teams, to claim their X or O, a team member must attempt to talk about the topic in the chosen square for 45 to 60 seconds depending on their level without pausing or repetition. Check out this tic tac toe past tense activity for more information about how to play this popular ESL game. One-upmanship I discovered this great activity at BusinessEnglishResources. Start off by explaining the concept of one-upmanship, that some people always like to appear to be more interesting or superior to others in their company. Tell the students a relatively mundane story about something that happened recently and invite a student to tell a similar story but to top it in some way. Yesterday I overslept and was five minutes late to class. I once overslept a whole day! As a warmer, have students brainstorm words connected to a theme, for example, the seaside, London, marketing, etc. Encourage students to let the describer produce at least two sentences before shouting out the answer. Spin the marker pen and whoever it points to can dictate the conversation, ask questions, suggest the topic, etc. Spin the marker again when you feel the conversation has run its course. I find this activity works best when students are sitting in a small circle not too far apart. One way to practice it is to start a story and have learners alternately advancing the story using these adverbs. Yesterday my car was stolen. Fortunately, it was insured. Unfortunately, the insurance company went bankrupt. Fortunately, my grandfather said he would buy me a new car. Have students arrange themselves in order according to a given criterion. For example by age, alphabetical order of first name or surname, the number of shoes owned, etc. Letter string dictation This is a great way to lead into the topic that you want to cover in the class and also serves as a simple activity to help students recognise letters of the alphabet. Think of a couple of questions for students to discuss in pairs or groups. Write the questions down and then dictate them as a long string of letters. After dictating the letter strings, students should attempt to form the questions and then discuss and report back to class. To make it more challenging, dictate the letters backwards and then have the students figure out the question. This is more challenging because students will find it more difficult to predict the next letter and therefore must focus on the letters being dictated. Give each student a slip of paper and ask each student to write down three things they did at the weekend. Collect up the slips of paper and randomly read each one out. The students must guess whose weekend is being described. Provocative statements Write a provocative statement on the board and then put students into small groups to discuss their opinion of it. For example, some drugs should be legalised, Facebook should be banned, Breaking Bad is overrated, one child is enough, organic food is a waste of money, etc. Have students report back to the class. You could make a list of arguments for and against the thesis. Draw the kitchen I often use this when I work in-company. Ask the students to think of a room or area which they are all quite familiar with and then have them guide you as you try to draw a plan of the room on the board. This is great for practising there is and there are as well as prepositions of place and furnishing vocabulary. The Categories Game I tend to use this as a filler rather than a warmer. Put students into teams and write on the board six vocabulary categories. Now give them a letter of the alphabet and the teams must race to think of a word beginning with that letter for each category. Writing stops when the first team yells finished! See The Categories Game post for a more detailed explanation as well as a list of possible categories.

2: Five-Minute Activities for Business English | Learning English Together

Five-Minute Activities for Business English Cambridge Handbooks for Language Teachers This is a series of practical guides for teachers of English and other languages.

English language has developed broadly into 2 types: The great British Empire, where the sun never set, once helped English gain popularity as an international language and become a basis of communication at global level. Since then, many nations have adopted English language as their first language. Today, English speaking populations are at advantage of acquiring center stage in the global economy. English provides common platform to any individual from any corner of the world to communicate with one another. Such high usefulness of English has compelled people to get acquainted with and the master the language of a long dead empire where the sun never set. People with rich heritage and culture of their own also have accepted English as their second language. The service provided by the site is for both amateurs and professionals. The resources on the website can be used by professionals to practice their skills and explore deeper oceans of the English language. The website imparts ESL classes to students through a classroom system in various countries around the world. Classroom and centers have spread across Australia, U. A, Asia and Africa. The website provides links to ESL books which can be downloaded in audio version. These resources are helpful in improving the diction of people engaged in the process of learning English. Learn English Online For employees, struggling in the professional world, seeking to learn English; the website 5minuteenglish. The website can help them quickly master the language with schedules that can be planned as per their convenience. English learning becomes much easier for the students with the help of resources that are available at 5minuteenglish. Here students can conveniently access the website, after creating an online account. This account can be logged in from anywhere and the lessons and resources can be accessed. A big advantage of online studying is that the course material is available to the students twenty-four seven. The online program has student centered approach which can be toned according to the learning ability of the student. In such programs an instructor is available to the student at all times. The site provides a number of lessons under the categories of grammar, vocabulary, reading, pronunciations and listening. Vocabulary is provided as a means to increase the word power and learn new words. Listening test are provided to aid in learning exact pronunciation of the words. Also, reading further helps in increasing the vocabulary. Here English is taught in an interactive manner; hence, it becomes very easy to memorize words and learn them. Besides reading English, a person can access various "learn to speak English" lessons online. This is the quickest method to have a command over the language. Learning English online can come in handy to those who wish to take up online jobs. People who proficient in English tend to become quite well-versed with the computer system and can easily handle work on the internet. Various online jobs that one can take after being a pro at English includes content-writer, editor, blogger, teacher, etc. Since almost all of the websites have content in English, a person may get work in the field he desires. That means; a person can become a voyeur, advisor, or a counselor of the profession he wants after he gains strong command over English. English is a universal language and is spoken in many countries in the world. English is the official language of 45 countries in the world. In such a situation, employees with good command on the language are at an advantage. All computer languages use English as its base language, so one needs to know Basic English to be an IT professional. This is why learning English is really important for a person in these times. Reasons to learn English may be different for different people; some might do it for a better job opportunity while others may do it to communicate on a global platform. These exams test the students command over basic and advanced level of English through exercises like sentence completion, comprehension, antonyms and synonyms. Such exams require strenuous preparation on the part of the students; another reason to learn English. The most importance and basic reason to learn English is to become a speaker and writer, so as to communicate the thoughts and emotions. Practice English A person might understand the rules and concepts of English, but it is extremely important to practice the language so as to become a smooth speaker. An ESL learner can access various services available online to practice the language. English listening practice

exercises can be taken up on the website 5minuteenglish. English language test can also be taken for doing a self-assessment. English games can also be accessed for learning grammar, words and spellings. These games work on an interactive platform where the user can interact with the system through headphones and record his answers as well. There are many interesting games like hangman, word recognition and highway. These games bring out the competitive spirit in the individual. Crosswords are an extremely popular game that pushes a person through a brainstorming session. Another game which has been played for generations to improve English is scrabble. Scrabble is a game of word construction through limited set of words. It has been proven that scrabble aids in improving word power through fun. Flash cards can be used to memorize English words along with their meaning and usage in sentences. These activities will help them recollect the word the next time they come across it. ESL worksheets include rules of English grammar, idioms, intonation that can be learned in a systematic way. Reading newspapers involves a great amount of vocabulary building as one gets to learn new words and also becomes familiar with the usage of already known words. Learning English has a lot of benefits involved which boosts up the confidence level of people. Also it helps in communication across the globe. It opens a new world of opportunities to the individuals in form of better job prospects. It helps person gain proficiency over English.

3: Five-Minute Activities for Business English by Paul Emmerson

Five-Minute Activities for Business English has 12 ratings and 1 review. This comprehensive resource book contains an easy-to-use set of short activities.

Illustrative examples are usually drawn from the field of English as a foreign or second language, but the ideas and techniques described can equally well be used in the teaching of any language. Recent titles in this series: Certain parts of this book are designed to be copied and distributed in class. The normal requirements are waived here and it is not necessary to write to Cambridge University Press for permission for an individual teacher to make copies for use within his or her own classroom. English language--Business English--Problems, exercises, etc. English language--Business English--Study and Teaching. English language--Study and teaching--Foreign speakers. Hamilton, Nick, II. Information regarding prices, travel timetables and other factual information given in this work are correct at the time of first printing but Cambridge University Press does not guarantee the accuracy of such information thereafter. Contents Introduction Needs analysis 1 1. Perks and drags My job and me Dream job What would your boss say? Brand associations Magazine pictures What makes a good sales consultant? Setting the agenda Negotiation areas Firm or flexible? Brainstorming collocations Devowelled words Lexical dominoes What does that stand for? The authors and publishers are grateful to the following for permission to reproduce copyright material. It has not been possible to identify the sources of all the material used and in such cases the publishers would welcome information from copyright owners. The publisher has used its best endeavours to ensure that the URLs for external websites referred to in this book are correct and active at the time of going to press. However, the publisher has no responsibility for the websites and can make no guarantee that a site will remain live or that the content is or will remain appropriate. The activities Organisation We have organised the activities under the following headings and subheadings to make it easy for you to find something appropriate for the lesson you are planning: These activities lead into the main focus of a lesson, in terms of both business content and key language. These activities cover the main business communication skills, looking at the nature of the skill itself and the relevant language. These are activities for the four language skills and general activities to review and extend language that the students have recently learnt. Many of these activities will be familiar to General English teachers. Level The activities will work over a range of levels. We have indicated the recommended level for each activity, but many of the activities can be adapted to other levels. Preparation We have tried to keep this to a minimum, and in most cases all you need is a whiteboard or flipchart to write on. Many activities have a short amount of text to prepare on the board beforehand, and we imagine that you will do this before the lesson or while students are working heads-down on another activity. For some activities we have given references to websites and students need to be in front of a computer. We have also included a few ready-made activities that can be enlarged and photocopied. Timing Although the activities are all designed to be completed within five minutes, many of them can be extended, some even allowing for whole lessons to be built around them. We have indicated this in the optional Follow-up sections. Business Content We have aimed to cover the main areas of international business in a realistic way that will be familiar to business students, without going into language that is too technical. The activities will therefore work with both pre-experience and post-experience learners. As with most Business English materials, this book assumes that the teacher has a basic knowledge of the business world but not necessarily any direct experience of working in business. We see the teaching of Business English as a process of working creatively with the business content supplied by the students that we as teachers of English then shape in terms of its language. We hope the activities in this book will give you some ideas for working with this process and that you enjoy using them. Paul Emmerson and Nick Hamilton, May 2 Introduction Needs analysis Focus Conducting a needs analysis Level Intermediate â€” Advanced Preparation Write up on the board a list of possible business topics and communication skills that you could cover on the course. See Box 1 for an example. Alternatively, photocopy and distribute Box 1. Hand out board pens round the group. Ask students to come up to the board two or three at a time and write: Some typical ideas for a variety of jobs are given in Box 2, but follow

whatever the students suggest. Afterwards the teacher can collect them in and then read them out in random order. Other students have to guess whose job is being described. Focus Asking about aspects of jobs Level Elementary – Intermediate Procedure 1 Elicit and write on the board a few questions to ask people about their jobs. Can you work from home? Do you have to work long hours? Does your work involve a lot of travelling? Tell students that you have changed your job and they have to guess what you do now. They should do this by asking you questions, but you will only answer with yes or no. Follow-up Continue for a short while, then summarise the questions the students used on the board. One of the perks of the job is. A perk is an extra benefit that you get from your job, in addition to your pay. Typical perks are a company car, or a laptop computer, or language lessons. Typical drags are writing reports, having to make a long car journey to work every morning, or attending unnecessary meetings. The word drag is used mostly in informal speech. But then after some time. They share their ideas in small groups and answer questions. Follow-up Ask students for examples of people they know who have radically changed their career. Why did they do it? How easy was it to do? Focus Talking about your own job in the role of someone else Level Intermediate – Advanced Procedure 1 Ask for a volunteer who is going to take on the identity of their own boss. This person will come to the front of the class and answer questions about themselves in real life, but speaking in the role of their boss. How is it done? Do they have any suggestions for changes? Elicit some examples and write them on the board. See Box 3 for typical interview questions. Box 3 Some typical interview questions Tell me something about yourself. What have you learnt in your current job? Why do you want to leave your current job? What are your strong points? What are your weak points? What are your career objectives? Which are the questions that show the most about a candidate? Start talking about them and encourage students to ask you questions. They get together in pairs or small groups and explain them to each other. Encourage them to ask each other questions. Follow-up One student repeats for the whole class, writing the four items on the board and telling the class about them. Other students ask questions. Make sure the students know the meaning of background in this context the type of education, work and experience you have had in your life. To answer it, you need to summarise your whole life in about 30 seconds! In Box 4 there is an example for one of the authors of this book that takes about 30 seconds to say at normal speaking speed. They work in pairs, each telling the other their background as you did in the demonstration. I lived in Manchester for many years, working as a teacher in community education. I did that for six years. I also do a bit of teacher training. Follow-up To consolidate the activity, the students can work on their background speech for homework. Then in the next class they perform their speech publicly, and they have to say it without notes. Box 5 Over the next few years - I intend to. And I hope to. Follow-up Students read out their sentences, explaining in more detail and answering questions.

4: PDF Download Five Minute Activities For Business English Free

Contents Introduction 1 Needs analysis 3 1 Business topics: jobs and careers Job skills 4 What's your job? 5 Perks and drags 5 My job and me 6 Dream job 6 What would your boss say?

Listen to the phone conversation and then answer the questions. The Birthday Party - A listening exercise. Listen to the conversation and then answer the questions about the birthday party. The Fishing Spot - A listening exercise. Listen to the conversation and then answer the questions about the fishing spot. Asking about Restaurants - A listening exercise. Listen to the conversation and then answer the questions about the restaurant. Listen to the conversation and then answer the questions about the weather. What do you like to do? Listen to the conversation and then answer the questions. Movies - A listening exercise. Listen to the conversation and then answer the questions regarding the movies. Chores - A listening exercise. The Job Interview - A listening exercise. Listen to the conversation and then answer the questions about the job interview. The New Apartment - A listening exercise. Listen to the conversation and then answer the questions about the new apartment. Listen to the conversation and then answer the questions about the picture. In a Hotel - A listening exercise. Listen to the conversation and then answer the questions regarding the hotel. Shopping for Clothes - A listening exercise. Listen to the conversation and then answer the questions about shopping for clothes. Listening Exercise: Telephone Call to a Business - A listening exercise. Listen to the conversation and then answer the questions based on the telephone call. A Thief in the Night - A listening exercise. Listen the conversation and then answer the question about the thief in the night. English Listening Practice - Listening skills are an essential part of any language. Learn the best ways to practice speaking English. My favorite Spanish language resources on an ESL website with scrambled exercise like activities. I love this ESL website! More scrambled exercise to add to your Spanish Language resources list. Another Spanish language resources for scrambled exercise challenges on this ESL website.

5: ESL warm-up activities and time fillers - 31 fun ways to start a class -

Five minute activities-for_business_english 1. Five-Minute Activities for Business English 2. Cambridge Handbooks for Language Teachers This is a series of practical guides for teachers of English and other languages. Illustrative examples are usually drawn from the i→eld of English as a foreign or second language, but the ideas and tec.

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