

# Teaching business English: It's easier (and more fun) than you think!

LOUEL ROSS CALLEJA | [louelross\\_84@yahoo.com](mailto:louelross_84@yahoo.com)

**P.A.R.K.**<sup>®</sup>

**SCHOOL OF ENGLISH  
CAMBRIDGE EXAM CENTRE  
ENGLISH TRAINING CENTRE**

# The P.A.R.K. Conference

## Spring 2017

SPECIAL 20th Anniversary TEACHERS PARK  
INTERNATIONAL CONFERENCE for Teachers of English

with Jeremy Harmer & Christina Latham-Koenig

Saturday, **April 8th 2017**, Brno, Mendelova Universita

# In a business English course...

- An expert in business (your student) meets an expert in English (you).

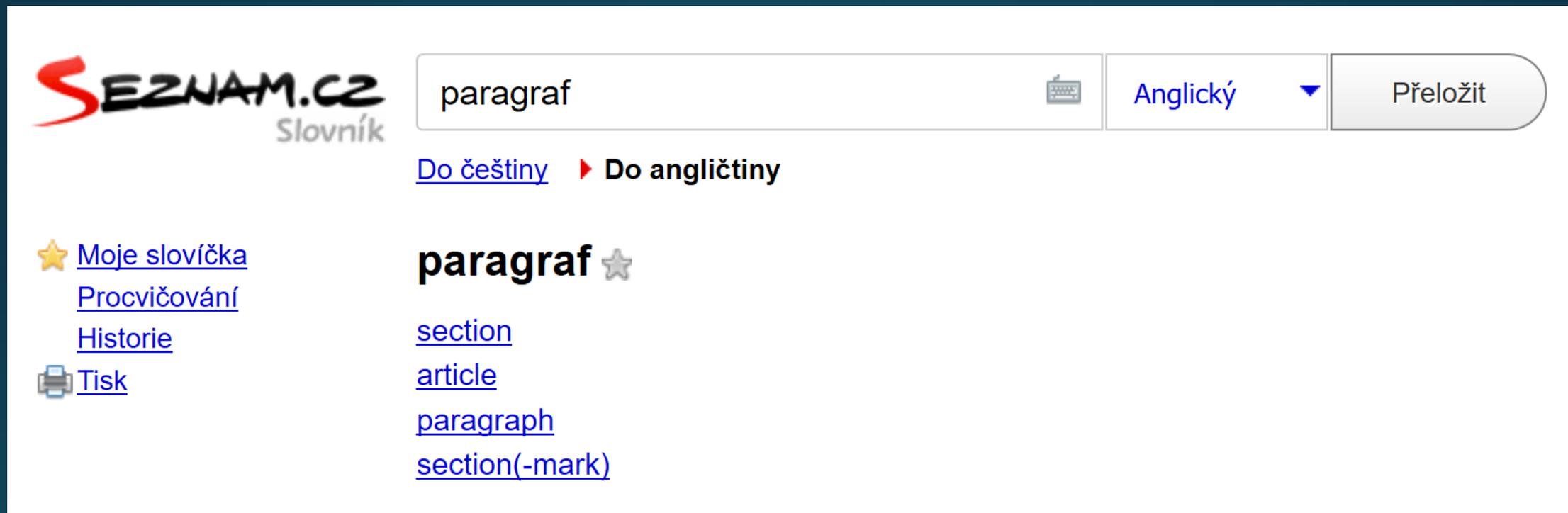


# I feel that my business vocab isn't rich enough!

- Make the dictionary an important component of your lesson.
- You aren't expected to know all business-related words, but you are expected to be able to help your students find them.



# “Paragraf”— How do we say it in English ??



**SEZNAM.CZ**  
Slovník

paragraf  Anglický ▼ Přeložit

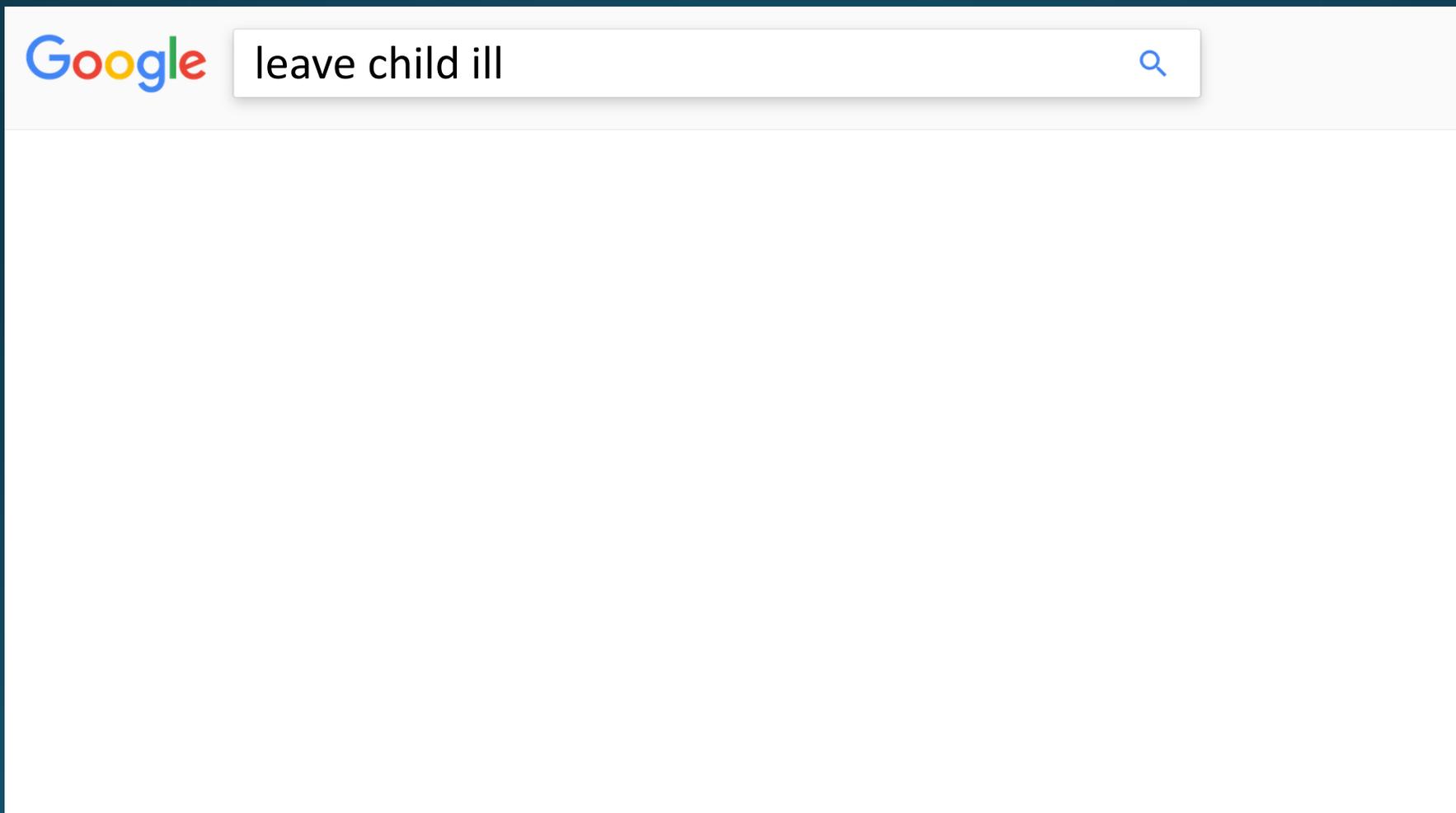
[Do češtiny](#) ▶ [Do angličtiny](#)

★ [Moje slovíčka](#)  
[Procvičování](#)  
[Historie](#)  
 [Tisk](#)

**paragraf** ★

[section](#)  
[article](#)  
[paragraph](#)  
[section\(-mark\)](#)

“Paragraf”— How do we say it in English ??



# “Paragraf”— How do we say it in English ??

The image shows a Google search interface for the query "leave child ill". The search bar is at the top left, and the search results are displayed below. A red box highlights the "People also ask" section, which contains four questions: "How long do you get off for compassionate leave?", "What do you feed a sick baby?", "Do I get paid for compassionate leave?", and "Who is immediate family for compassionate leave?". A red oval highlights the phrase "(compassionate leave)" in the search result for "Time off for dependants (compassionate leave) nidirect". The search result includes the URL "https://www.nidirect.gov.uk/articles/time-dependants-compassionate-leave" and a snippet: "For example, if your child falls ill you can take enough time off to deal with their initial needs, like taking them to the doctor and arranging for their care. But you'll ...". The search result also indicates that the user has visited this page 2 times, with the last visit on 2/18/17.

Google leave child ill

All Images

About 113,000 results

**Time off**  
<https://www.nidirect.gov.uk/articles/time-dependants-compassionate-leave>  
Oct 25, 2017  
parental leave  
You've visited this page 2 times. Last visit: 2/18/17

**Time off**  
<https://www.nidirect.gov.uk/articles/time-dependants-compassionate-leave>  
Mar 1, 2007  
Parents should be aware of the sick pay arrangements for their employees

People

How long

What do

Do I get

Who is i

**Time off**  
<https://www.nidirect.gov.uk/articles/time-dependants-compassionate-leave>  
For example, if your child falls ill you can take enough time off to deal with their initial needs, like taking them to the doctor and arranging for their care. But you'll ...  
You've visited this page 2 times. Last visit: 2/18/17

People also ask

How long do you get off for compassionate leave?

What do you feed a sick baby?

Do I get paid for compassionate leave?

Who is immediate family for compassionate leave?

Feedback

**Time off for dependants (compassionate leave)**, nidirect  
<https://www.nidirect.gov.uk/articles/time-dependants-compassionate-leave>  
For example, if your child falls ill you can take enough time off to deal with their initial needs, like taking them to the doctor and arranging for their care. But you'll ...  
You've visited this page 2 times. Last visit: 2/18/17

“Paragraf”— How do we say it in English ??

The image shows a screenshot of the Merriam-Webster website. At the top left is the Merriam-Webster logo with the text 'SINCE 1828'. To the right of the logo is a search bar containing the text 'compassionate leave'. Below the search bar are two tabs: 'DICTIONARY' and 'THESAURUS'. The main content area displays the word 'compassionate leave' in a large serif font, followed by the part of speech 'noun' in a smaller italicized font. Below this, it says 'Popularity: Bottom 10% of words'. A section titled 'Definition of COMPASSIONATE LEAVE' follows, with the note 'chiefly British' and a definition: ': a period of time when a person is allowed to stay home from work because a family member is sick or has died <He has three days of *compassionate leave* for the funeral.>'. The top navigation bar includes links for 'GAMES', 'BROWSE THESAURUS', 'WORD OF THE DAY', 'VIDEO', and 'WORDS AT'.

# “Paragraf”— How do we say it in English ??



compassionate leave



Anglický



Přeložit

► Do češtiny [Do angličtiny](#)

★ [Moje slovíčka](#)

[Procvičování](#)

[Historie](#)

[Tisk](#)

**compassionate leave**

[volno z rodinných důvodů](#)

[paragraf](#)

# “Paragraf” — How do we say it in English ??

**SEZNAM.CZ**  
Slovník

paragraf  Anglický ▼ Přeložit

[Do češtiny](#) ▶ [Do angličtiny](#)

★ [Moje slovíčka](#)  
[Procvičování](#)  
[Historie](#)  
 [Tisk](#)

**paragraf** ★

[section](#)  
[article](#)  
[paragraph](#)  
[section\(-mark\)](#)

**SEZNAM.CZ**  
Slovník

compassionate leave  Anglický ▼ Přeložit

▶ [Do češtiny](#) [Do angličtiny](#)

★ [Moje slovíčka](#)  
[Procvičování](#)  
[Historie](#)  
 [Tisk](#)

**compassionate leave**  ★

[volno z rodinných důvodů](#)  
[paragraf](#)

Be a word detective. (And train your student to be one!)



Cross-check with Google, Seznam, Wikipedia, and online monolingual dictionaries



It's a transferable skill !

# Try...



- flipping your classroom
- Task-based language teaching (TBLT)
- the “Workshop Model” / Case Study

Case study:

# Replacing the project manager

Task: Assessing feedback from employees to improve management style



# **BEC**



**Business English Certificates**

# Speaking: Mini-presentation (in pairs)

1. Person A gives the mini-presentation.
  - a) Note down two or three key arguments; you have one minute to prepare your answer .
  - b) You must speak for one minute; give your presentation a clear introduction and ending.
2. Person B listens and asks two questions/ gives two comments when Person A has finished.
3. Person A responds to Person B's questions/comments.

# Giving a mini-presentation (useful phrases)

## Student A

So why should we ...

I think there are three important points here.

Firstly, ... Secondly, ... And finally, ...

I'd like to say a few words about ...

Of course, it's important to ...

But on the other hand, ...

There is also the question of ...

I think I've covered the main points ...

Those are my views on it ...

What do you think ... ?

Do you agree ... ?

## Student B

Yes. There's just one point I'd like to add ...

I agree with you. I think ...

I'd just like to pick up on one thing you said.

I'm not sure I understood what you said about ...

## Topic

**Leadership: The qualities  
of a good manager**

# Giving a mini-presentation (useful phrases)

## Student B

So why should we ...

I think there are three important points here.

Firstly, ... Secondly, ... And finally, ...

I'd like to say a few words about ...

Of course, it's important to ...

But on the other hand, ...

There is also the question of ...

I think I've covered the main points ...

Those are my views on it ...

What do you think ... ?

Do you agree ... ?

## Student A

Yes. There's just one point I'd like to add ...

I agree with you. I think ...

I'd just like to pick up on one thing you said.

I'm not sure I understood what you said about ...

## Topic

**Leadership: Why good communication skills are an essential quality for a manager**

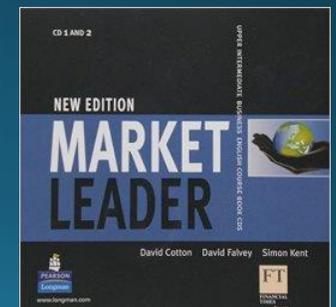
# Case study: Replacing the project manager

## Ryan's management style

Category:	Strengths:	Weaknesses:
<i>Personality</i>		
<i>Communication</i>		
<i>Goal-setting</i>		
<i>Decision-making</i>		
<i>Monitoring performance and giving feedback</i>		



Source: Market Leader -  
Upper Intermediate Business  
English Course Book (Cotton,  
Falvey, Kent, 2006)



industrious

aloof

made rash decisions

distant

autocratic

newbie

despotic

inflexible

novice

authoritarian

my way or the highway

upfront

Can you think of synonyms of the word "fire"?

To be fired

To be sacked

To be dismissed

To be let go

# Case study: Replacing the project manager

1. In groups of four, discuss each of the candidates' management style. Analyze their strengths and weaknesses.
2. Rank the four candidates in terms of their suitability for the position of project manager.
3. Compare your decisions and choose one candidate to be the Project Manager.

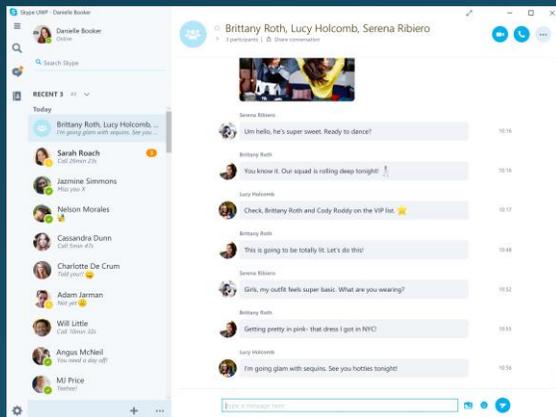
# Variations: Use available technology



1. Skype video conference instead of face-to-face meeting.



2. Telephoning (if there are only two students or if you have only one student).



3. Skype/Facebook group live chat.

# Writing

Write a summary of the meeting you have just attended. This summary will be sent to the CEO, who was unable to attend. Your summary should contain the following:

- an analysis of each candidate's management style.
- your choice of candidate for Project Manager, together with your reason.

***Variation:** Why not ask your students to make a PowerPoint presentation (if this is something they need to do)?*

# Additional activities

## 1. Writing interview questions

- What questions did the directors ask the candidates ?
- What additional questions would you ask the candidates if you were the directors?

## 2. Role play

- Person A is the interviewer (director)
- Person B is the candidate (prospective project manager)



Thank you

and have  
fun teaching  
business English!