



Teacher's Notes

Management questions Worksheet 28b

Note: This worksheet is not linked to the activity on Worksheet 28a

ACTIVITY

Group or pairwork: reading, speaking, writing

AIM

To think of advice for 10 basic management problems.

GRAMMAR AND FUNCTIONS

Advice

Should/n't

VOCABULARY

employees, product, costs, quality, sales, fall, competitor, operations

PREPARATION

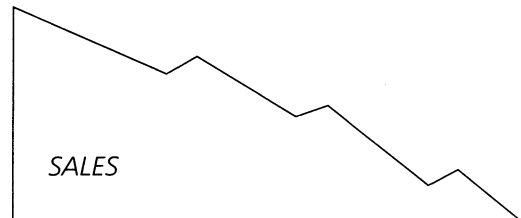
Make one copy of the worksheet for each student - or pair/group of students.

TIME

15 to 25 minutes

PROCEDURE

1 Put the following diagram on the board:



2 Ask what the problem is: *Sales are going down.*

3 Elicit suggestions why this could be the case: *prices are too high, the company's products are no good...* and write them on the board.

4 Elicit a piece of advice to fit each problem. For example, *reduce prices, improve the product...* and write it on the board next to the problem.

5 Drill the advice *They should reduce prices...*

6 Put the students into pairs or small groups.

7 Give out the worksheets.

8 Ask the students to go through the 'think bubbles' checking vocabulary.

9 Ask the students in their groups to write pieces of advice for two of the problems. You may wish to check that all the problems in the speech bubbles have been covered by different groups. Circulate and monitor.

10 Ask the students to circulate and get pieces of advice from the other groups until they have suggestions for all five problems.

11 Reconvene the class and ask a few pairs or groups what their suggestions were.