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Communication skills



CHAIRING A MEETING		
	You should	You shouldn't
Before the meeting		
At the beginning of the meeting		
During the meeting		
At the end of the meeting		
After the meeting		



GIVING A PRESENTATION		
	You should	You shouldn't
Before the presentation		
At the beginning of the presentation		
During the presentation		
At the end of the presentation		

WRITING A REPORT		
	You should	You shouldn't
At the beginning of the report		
In the main part of the report		
At the end of the report		



Communication skills Worksheet 29

ACTIVITY

Groupwork: speaking

AIM

To discuss techniques for giving a presentation, chairing a meeting and writing a report.

GRAMMAR AND FUNCTIONS

Should and shouldn't for advice and recommendations

VOCABULARY

Time expressions: before, during, after, at the beginning/end

Communication skills: to give the background, to interrupt, to introduce, to state one's aims, to summarise, to conclude, to involve (people), to control, to emphasise, to circulate (information), to take notes, to deal with (questions), to divide... into, to give an overview, clear, precise, brief

PREPARATION

Make one copy of the worksheet for each student in the class.

TIME

30 minutes

PROCEDURE

- 1 Ask the students whether they have to give presentations, take part in meetings or write reports, and discuss what they like and don't like about these activities.
- 2 Give each student a copy of the worksheet and ask them to work in groups of three or four to complete the grid. **Do not pre-teach the vocabulary**, but go round supplying the words as you see the need arising and encourage them to use dictionaries.
- 3 Ask each group to present their ideas to the rest of the class for discussion and comment. This is also the moment to write up the new vocabulary on the board.

FOLLOW-UP

Ask the students to prepare and give a short presentation (about three minutes) on some aspect of their country or company using some of the recommended techniques. The phrases below form a useful reference sheet for these presentations.

Useful phrases for presentations

Opening

- I'd like to talk about ...
- I'm going to tell you a little about...
- I'd like to divide my presentation into three parts:
- First, ...
- Secondly, ...
- Finally, ...
- I'd like to concentrate on, ...

Giving the background

- As you (probably) know, ...
- In the past two years, ...

Referring to charts

- As you can see from this diagram, ...
- This chart shows the, ...
- If you look at this graph, you will see that, ...

Moving on

- Next, I'd like to discuss...
- Now let's move on to the...
- Now let's focus on...

Giving examples

- An example of this is, ...
- such as, ...

Concluding

- Finally, I'd like to say that...
- To sum up, ...
- Thank you for listening. If you have any questions, I'll be happy to answer them.