

## Teaching one-to-one and ESP: Situation 2

### Procedure:

1. Photocopy the worksheets and cut them up into a pack of cards. Divide them into A and B cards.
2. Read out one of the A cards and ask the student how they would respond (politely).
3. Go through the rest of the A cards with the student, asking them how they would respond positively and negatively in each case. Correct any actual mistakes they make, but try to avoid prompting them too much with the language they will see on the B cards.
4. Go through the B cards, asking the student to match each one to an A card. If they come up with any impossible matches, explain them as you go along. There are two or three Bs for each A.
5. Drill the responses, concentrating on correct stress and polite intonation. It may be useful to mark the main sentence stress of each sentence.
6. Give the student time to write down any vocabulary etc. they found difficult.
7. Test the student, making sure they can come up with at least one correct positive and one correct negative for each A (although not necessarily those on the cards).

**Extension:** Work your way through the roleplay cards, taking one role yourself. Collect mistakes to go through at the end.

A: I can't seem to unjam this photocopier.	A: Thanks a lot for filling in for me at the meeting yesterday.	A: Did I tell you that Fred was laid off last week?
A: I heard on the grapevine that Sue's going to be the next head of HR. She isn't, is she?	A: I'm planning to finish my Thursday meeting at 4:30, and so I can fit you in at 5:00.	A: I'm afraid Mrs Fernandez can't be disturbed at the moment. Can I help you at all?
A: Excuse me. You're sitting on the report.	A: Do you fancy coming out for a drink after work?	A: Would you like me to drop off the blueprints at the copyshop for you?
A: Could I borrow your laptop? I'm giving a PowerPoint presentation later.	A: By the way, I'm in Boston at the weekend, so I'll be seeing Francis.	A: I heard your computer wasn't working very well, so I've swapped it with mine.
B: Here, let me have a look.	B: Don't worry, I'll give you a hand.	B: I'd help, but I'm meeting the MD later on, and if I get toner on my shirt...
B: You're welcome.	B: Don't mention it.	B: Not at all. Anytime.
B: That's very kind of you. Thank you.	B: Oh dear, I'm sorry to hear that.	B: Don't worry, I'm sure he'll find something else soon.
B: That's bad luck.	B: I shouldn't think so.	B: I doubt it.
B: I certainly hope so.	B: Sorry. I can't make it that day.	B: Could we possibly make it Monday?

B: Okay. See you then.	B: Actually, I really need to speak to her in person.	B: That's alright. I'll come back later.
B: Yes. Could you ask her to get back to me? It's about...	B: I'm terribly sorry. I didn't realize.	B: Whoops. Is it okay?
B: Well, what do you expect, leaving it there!	B: Yes, that'd be great.	B: Sure, why not?
B: I'd love to, but I'm a bit busy. Sorry.	B: Are you? Give her my regards.	B: Really? Say hi from me.
B: Sure, I'll just get it for you.	B: Help yourself. It's on my desk.	B: Well, actually I'd rather you didn't.
B: Thanks. That would help a lot.	B: It's alright, I don't want to put you out.	B: Oh, you needn't have.

### Roleplays

<b>Rolecard:</b> You spill coffee on your boss	<b>Rolecard:</b> A colleague asks to borrow your car
<b>Rolecard:</b> You return your colleague's laptop and it is broken	<b>Rolecard:</b> You phone for the 10 <sup>th</sup> time this week and they say he is in meeting (again)
<b>Rolecard:</b> A colleague asks you to go out for a meal or a drink. You need to spend some time with your family.	<b>Rolecard:</b> A supplier offers you a gold watch for an Xmas present. It is September.