Solutions for English Teaching
Reward Upper-intermediate Business Resource Pack


You wanted to see me?
Yes that's right. Come in, take a seat. I'm afraid I've got some bad news.
What is it?
We've had a complaint from a customer about you. He says you weren't very helpful.
Well, what does he say happened exactly?
Well, ...

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Have you got a minute?
Yes, sure.
I don't want you to think I'm watching you all the time, but I can't help noticing that you were late this morning. Was there some kind of problem?
Ah, well, you see...
You do know the starting time don't you? Yes, but...
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There you are. My resignation.
You're leaving?
I certainly am. I've had enough of this place and what you did last week was the last straw.
I thought you were happy here.
Well, I'm not. And I'll tell you why...


Are you the manager?
Good afternoon. Yes, I am. What can I do for you?
It's about an order we made four weeks ago and which we've still not received.
Have you contacted us before?
Yes...


Have you got the report on the Parkinson contract?
No, not quite.
What do you mean... 'not quite'?
Well, I need another couple of days.
It was supposed to be finished on Monday. Why didn't you tell me you if were having problems? Well, the thing is...

NOTE: As these situations may involve acting out angry arguments, make sure before doing these activities that relations between students are good.

## ACTIVITY

Pairwork and groupwork: speaking

## AIM

To act out a set of situations in which two people confront each other about problems in the past.

## GRAMMAR AND FUNCTIONS

Past tense
Complaining, criticising and explaining

## VOCABULARY

to chase something up, to sign a contract, complaint, resignation, confrontation

## PREPARATION

Make one copy of the worksheet and cut it up as indicated.

## TIME

10-20 minutes

## PROCEDURE

1 Write the word confrontation on the board and ask the students if they can think of situations in business where confrontations take place.
2 Tell them they are going to practise some confrontational situations.

3 Divide the class into pairs.
4 Give each pair one of the dialogues from the worksheet.
5 Ask them to look at the situation together, to decide who the two people are and to talk about how the conversation could continue. Why is there a problem between the two people? Allow $2-3$ minutes.
6 Tell them they all have different cards. Ask them to act out the conversations, starting with the diallume on the card and continuing from there.

7 Circulate as they do the activity, and choose :. Wir who you think are acting out an interesting conver: $4 \cdots$.
8 As the conversations finish, ask the pair you $h$.....osel? to act out their conversation again.
9 Ask other pairs to talk about their conversations and how they ended.

