

EVO Developing Business English Teachers – Week 2 Task 5

Task:

Your colleague is taking vacation and you have been asked to substitute for three lessons. Read this email from your colleague and write a post in Edmodo which describes three things you will work on during the lessons.

Email:

“Hi!

Thanks so much for taking over my class while I’m on vacation.

Let me give you a little more information about the group to help you plan.

First, the class is from 8:30 to 10:00 on Tuesdays at the language school. We are in classroom 7b. If you need new board markers just ask the secretary. And sorry, but they haven’t fixed the projector yet so it’s whiteboard only.

The group has 6 students on the list but two of the students (Jenny and Alexander) only come about half the time. Their course fee is paid by their companies so they seem to be absent more often.

The class is B1 – Intermediate and we started three months ago. The class is for 25 lessons, so your sessions are right in the middle of the course. All the students are between 25-35 years old and they are all learning English to help them in their work (all use English in their job now). At the beginning of the course I did a needs analysis.

Student Profiles

Name	Job
Jenny	Administrative Assistant for a sales manager
Alexander	Mechanical engineer – motors and assembly line belts
Gustavo	Software Programmer
Oliver	Accounting manager for a small manufacturing company
Sophie	Works in human resources
Katarina	Works in purchasing – deals with suppliers

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Needs

We don't have a course book for this group. I did a needs analysis for the group and we talked about the situations in which they use English. Here are the main situations they mentioned:

- Writing emails to customers and suppliers about schedules (times for delivery, times for visits, times for project tasks).
- Several have telephone conferences regularly. These are typical status report meetings. The people on the call give updates on their work, talk about problems they have, and make a plan for the next few weeks. Each person in the call goes in turn. Some discussion.
- All deal with visitors sometimes. Either they receive visitors (Jenny and Sophie) or they travel to other countries to suppliers or customers.

So far we have dealt with visitors and some emails. We did small talk, writing emails to arrange a visit, and we role-played visiting a company. They also asked for some grammar review so we spent time on the tenses, comparatives, etc. They were okay with the emails but not great – they were either too informal or too formal. And they had a hard time with the vocab when they couldn't use the internet.

Anyway, I'll leave it up to you what you teach during your three classes. Please let me know how it goes and what you covered. And again, thanks a lot for taking this on.

Best regards,

John Hightower"