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## Business english conversation worksheets pdf

You are in: Home > For teachers > Talking Business For teachers - Talking Business Talking Business is a series of short audio programmes which give expert advice and practical tips on how learners can improve their business English speaking skills, especially when they are speaking on the telephone, participating in meetings, giving presentations, or negotiating. We've created a bank of FREE downloadable worksheets to help you exploit the programmes in class. Telephoning starts here: covering aspects of telephoning including getting through, dealing with wrong numbers and making appointments and bookings. Connecting Worksheet (48 K) Gapped telephone dialogue Messages Worksheet (48 K) Jumbled telephone dialogue: students reassemble the dialogue before, during or after listening Wrong Number Worksheet (49 K) Telephone dialogue: spot the mistake (there are 9 in all) Appointments Worksheet (55 K) Pronunciation: students listen to a telephone dialogue and mark the stressed words in each line More activities Worksheet (51 K) Further ideas for ways to exploit the Talking Business Telephone module in class Meetings starts here: looks at speaking skills for business meetings including agenda setting, interrupting, agreeing and disagreeing and 'any other business'. Agenda Setting Worksheet (48 K) Transcript extract with missing words Interruptions Worksheet (45 K) Interruptions game: one student has to speak for 3 minutes; the others have to interrupt him/her as often as possible! Agreeing and Disagreeing Worksheet (46 K) Agreement / Disagreement Game: the student who uses the highest number of phrases of agreement and disagreement accurately is the winner! AOB Worksheet (48 K) AOB Roleplay: one student chairs a meeting; the others have to try to extend the meeting with as much 'AOB' as possible More activities Worksheet (53 K) Further ideas for ways to exploit the Talking Business Meetings module in class Presentations starts here: helping learners to improve their presentation skills. Opening Worksheet (52 K) Spot the mistakes: students have to listen carefully to the audio text and correct the mistakes in the transcript Tips Worksheet (47 K) Transcript extract with missing words More activities Worksheet (52 K) Further ideas for ways to exploit the Talking Business Presentations module in class Negotiations starts here: helping learners to improve their negotiation skills. Tricky Conversations Worksheet (49 K) Spot the mistakes: students have to listen carefully to the audio text and correct the 10 mistakes in the transcript Resolving Difficulties Worksheet (51 K) Extra words: there are 10 extra words in the transcript that learners have to find and delete, either before, while or after listening Dealing with Difficult Clients Worksheet (53 K) Jumbled conversation: students reassemble the dialogue before, during or after listening More activities Worksheet (57 K) Further ideas for ways to exploit the Talking Business Negotiations module in class Still looking for things to do with Talking Business in class? Here are a couple of ideas for activities which require no preparation, and will work with almost any Talking Business programme. 1. Jumbled text: give the students the text from the Check Your Understanding section with the lines or sentences in the wrong order. Students re-order the text then read and/or listen to check. 2. Gapfill: give the students the text from the Check Your Understanding section, with gaps in place of key words. Students fill in the gaps then read and/or listen to check. 3. Error Correction: give the students the text from the Check Your Understanding section, with errors introduced into the text. Students try to correct the errors, then read and/or listen to check. For these and more ideas for classroom activities, download this list of teaching ideas (47 K). Prev < 1 2 3 ... 5 > Next If you teach business English, then you're certainly in the right place! We're going to give you the rundown on our top 20 business English activities as well as recommendations for worksheets, lesson plans and more. Activities for Teaching Business English Business English Games and Activities Are you ready to see some of the best ESL activities and games for teaching business English? Then let's get to everything you need to know for business English ESL! #1: Role Plays I love to incorporate role plays into my business English classes. The situations are endless! For example, an important telephone conversation with a client. Or, presenting your passport to the immigration officer at the airport. Or, meeting a potential client for the first time. You can use role plays to help your students practice these important situations which will increase their confidence in a huge way. Find out more about using them in your classes here: ESL Role Plays. #2: Current Events Presentations for ESL Business English Business English students are generally pretty up to date on what's happening in the world. Plus, they're often expected to do presentations at work so this is a nice activity to use in your classes. Find out more about how I set it up here: ESL Current Events Presentation. #3: Help with Expressing Opinions In business, you'll often be called upon to express an opinion about something. For example, which marketing idea is the best, or who to partner up with for a project. However, ESL students are often quite weak at this because they don't have the necessary vocabulary and they may also lack practice. Here's some solid advice that you can give your students about how to do this well: Expressing Opinions in English. #4: Task Based Activities for Business ESL Lessons We love to use task based activities with our business English students. There are just so many things you can do! In groups, students could do any of the following: Come up with a new product Create an innovative advertising campaign for a current product Do a company profile Audit a website Etc. The possibilities are endless so get creative and think of some interesting things for your business English students to do. You can find more ideas here: ESL Task Based Teaching. #5: Cocktail Party It's quite common for business people to meet important clients at a party or meet and greet event. However, for English learners, this can be a challenging situation because they may not feel that confident at small talk. Try out this ESL activity that replicates these very situations: ESL Cocktail Party Activity. #6: English Central or YouTube Videos Related to Business We LOVE to use videos in our English classes. You can find one for just about any topic, grammar point or vocabulary set under the sun. Except there's more to it than just pressing play and sitting back and relaxing. The best teachers design activities that help get the most out of them. Here are some of our best ideas: English Central and YouTube Videos for ESL Students. #7: Conversation Starters Small talk and basic conversational English is vital for business English students. It often doesn't work that well if you tell students to just talk to each other. Instead, give them some conversation starters to get the ball rolling and you'll usually find that the results are much better. Here are some of my best ideas: ESL Conversation Starters. #8: Practice Opening Conversations It's sometimes not that easy to start a conversation with someone that you don't know. However, there are certainly some tried and true topics that work very well for this situation. Find out more details right here: How to Open a Conversation in English. #9: Dialogue Substitution for Business English ESL If you're teaching beginner business English, it can be a little bit tricky to design activities for them. One of the best ones to consider is dialogue substitution. You can use it for a variety of situations that business people might encounter from situations at the airport, telephone conversations or talking about a problem related to their company. The way it works is that you give students the beginning of a conversation with blanks in it. Students have to work together to finish the conversation and then present it to the class. Find out more details about it here: ESL Dialogue Substitution. #10: The Expert Speaking Activity If you want to give your students some practice with small talk, try out this fun, interactive activity. The way it works is that students think of three things that they know a lot about, or are an expert in. Then, students go into pairs and can talk about these topics with each other. You can switch partners every few minutes. Find out more details here: The Expert Speaking Activity. #11: Plans for the Future Business often involves making plans for the future. For example, planning for that next marketing campaign or deciding on a vision for the company. Students will need to be proficient in using future grammatical constructions for this. Find out some of our top recommendations here: Future Forms ESL Activities. Or, you may want to check out some of these ideas here: Making Predictions Games. #12: ESL Surveys We LOVE to use surveys in our classes. They're interactive and get students up and out of their seat talking to everyone in the class. Plus, you design them for any topic and in this case, you'd want to lean towards current events or business type things. Do you want to try them out in your classes? Find out more details about how to design them and use them in your ESL business English classes here: ESL Surveys. Teaching Business English #13: Filling out an Application Form If students are in our business English classes, it's quite likely that they may apply for jobs abroad. In this case, they'll have to fill out applications in English. We can give them some practice with this in class before they have to do it for real. You can easily find applications on Google. Print them off and have your students work on them in class or for homework. #14: Running Dictation If you want to introduce some grammar, vocabulary or topic via a conversation, here's a fun way to do it that gets beyond just reading it from the textbook. Print off the dialogue and then cut it up into strips which you'll tape on the wall around the classroom. Put students into pairs and one person is the runner/reader/speaker while the other person is sitting down with pen and paper and is the writer. Students have to work together to get the entire conversation down on paper and then put it into the correct order. It's challenging, fun and students always really enjoy it! Try out this 4-skills ESL activity today: ESL Running Dictation. #15: Mock Interviews English interviews are very common these days, even in non-English speaking countries. They're an excellent way for companies to weed out the people who can actually converse in English from those who can't. Help your students out with them by doing some mock interviews in your classes. But, remember this key tip. DO NOT let your students memorize answers. Interviewers can smell this out from a mile away. Instead, encourage taking a few notes about answers to common questions but then just speaking. #16: Proof-Reading and Editing It's quite common for our students to have to write business emails in English. We can help them out with this in a big way by teaching them about proof-reading and editing. After all, it's not that common to have a colleague or boss checking emails before they go out to clients, so it's an important skill for our students to know. Check this article out to find out how I teach this skill to my students: Proof-Reading and Editing for English Learners. #17: Resume and Cover Letter Writing When I teach business English, one of the main homework assignments is that students have to prepare a resume as well as a cover letter for a sample job that I think of. Of course, give students lots of help with how to do this, along with some samples that they can follow. My goal is that students have something they can take with them and use when applying for positions with just a little bit of editing. #18: TED Talks I love to use TED Talks with my business English learners. There are just so many good presentations on a huge variety of topics, especially important business ideas. #19: Breaking News English With my students, I'll often print off some lessons from Breaking News English. They take current events and grade them to make them easier for beginner to intermediate students (more advanced students should just use the regular article). There are also some excellent discussion questions and vocabulary activities that you might want to consider using. #20: Business English Pod If students are motivated to study business English on their own, one of my favourite resources that I like to direct them to is Business English Pod. They are podcasts, phone conversations and a whole ton of other good stuff related to business. There is a paid version, but the free one is useful enough. #21: Business English Vocabulary One of the more valuable things for our students can be to help them expand their business English vocabularies. One way to do this is with real-life dialogues, filled with idioms, expressions, and phrases. Check them out here: #22: Business English ESL. Using Movie and TV Clips There are a ton of great movies and TV shows that cover various aspects of the business world. You can easily find them on YouTube, or you may already have a few favourites. I love to include these in my ESL business English conversation classes. They make a nice lead-in activity for just about any grammar, vocabulary or skill you might want to focus on. Find out some of my top options here: Teaching with Movies and TV. Business English Worksheets If you want to find some business English worksheets that you can just print and use with your students, here are some of the best resources: Business English Online ISL Collective Busy Teacher Business English Lesson Plans If you're looking for some ready-made ESL lesson plans for business students, then you're in the right place. Here are some of our top recommendations for ESL business English lesson plans: ESL Brains Lingua House One Stop English Business English ESL FAQs There are a number of common questions that people have about teaching ESL business English. Here are the answers to some of the most popular ones. What is ESL Business English? ESL Business English is a specific ESL niche that is tailored to business terminology, topics and corporate culture. It is useful for businessmen, businesswomen, and business students. Teachers often teach business English onsite at large companies, online or at universities. How do I teach Business English for ESL? Here are a few quick tips for teaching Business English ESL: Do a detailed needs analysis to find out what students want to achieve and also to uncover strengths and weaknesses. Find out which contexts students use business English (negotiation, writing emails, interviews, etc.) Dress and act professionally. Choose materials well to keep students motivated and interested. Have a high degree of flexibility. Is Business English formal? Business English is more formal than just regular chit-chat with friends. It may also have some industry-specific jargon which you'll need to learn. However, simple communication is often best so aim for this instead of overly complicated grammatical structures. What makes a Good Business English Instructor? A good business English instructor is one who dresses and acts professionally, the same as their students. This means that they are punctual, competent and well-prepared for each lesson. It can also be useful for the instructor to have a background in business themselves. What is one of the challenges for teaching Business English? One of the main challenges for teaching business English is that companies and students often expect some serious results. This may mean increased pressure on the teacher to deliver them. However, many teachers are handsomely rewarded for this stress if they are elite teachers. Do you Like these ESL Business Activities and Games? Yes? Thought so! Then you're going to love this book over on Amazon: 101 ESL Activities for Teenagers and Adults. There are dozens of top-quality ESL games and activities to help you get through an entire semester in style. The key to better English classes is a variety of engaging activities and this book will help you get there. You can find the book in both digital and print formats. Consider taking the digital version with you to your favourite coffee shop for lesson planning on the go. Or, keep a copy on the bookshelf in your office to use as a handy reference guide when doing your lesson plans. It really is that easy to have better English classes. Are you ready for some ESL teaching awesome? Then head on over to Amazon to pick up a copy for yourself. Have your say about these ESL Business Activities? What are your thoughts about these business English activities? Have you tried out one of them from this list or do you have another recommendation? Leave a comment below and let us know. We'd love to hear from you! Also be sure to give this article a share on Facebook, Pinterest, or Twitter. It'll help other busy English teachers, like yourself find this useful resource. Last update on 2021-02-06 / Affiliate links / Images from Amazon Product Advertising API

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