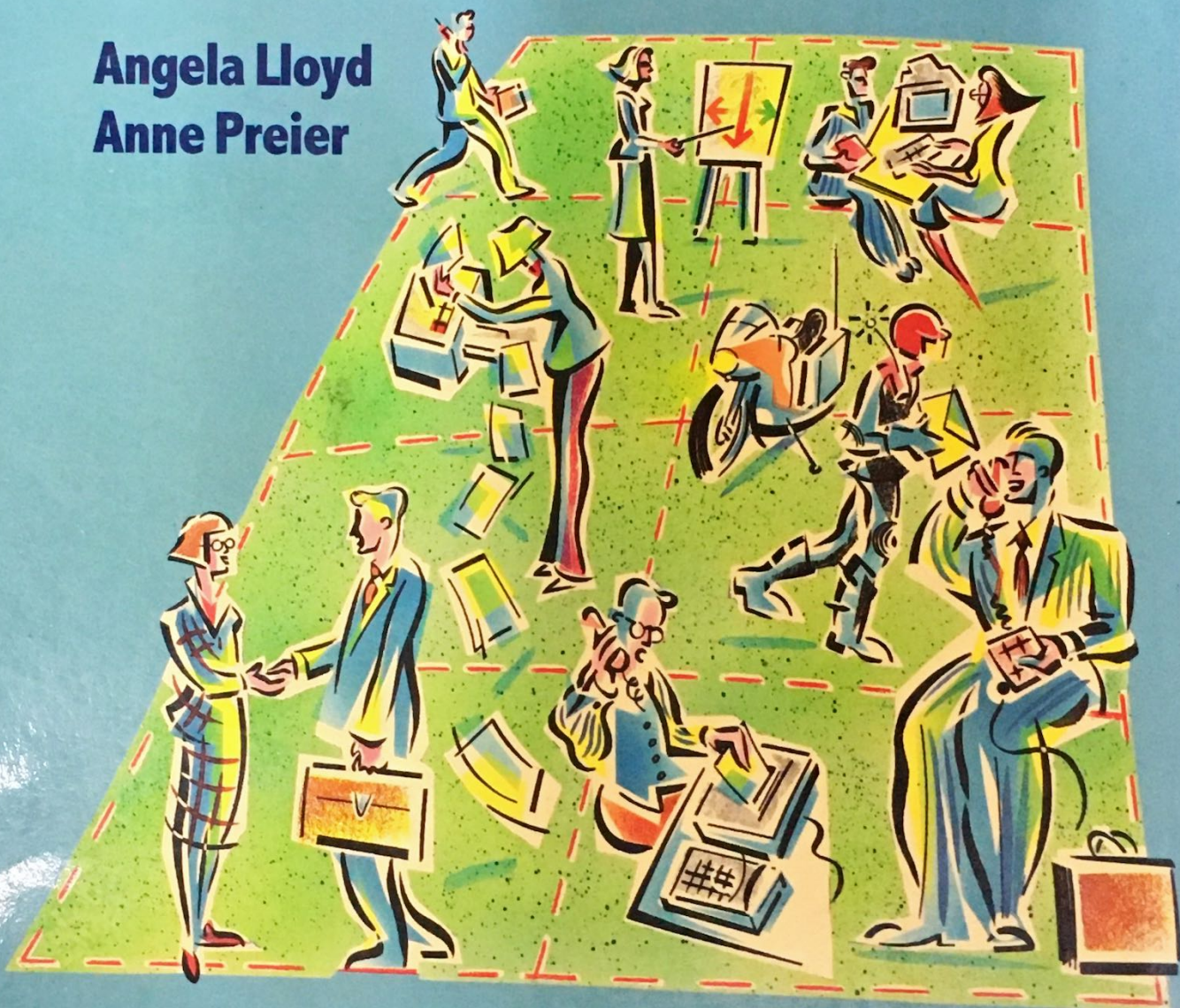


Business *Communication* Games

With Photocopiable *Game Sheets*

Angela Lloyd
Anne Preier



Oxford University Press

Business *Communication* Games

**Photocopiable games and activities
for students of English for Business**

Angela Lloyd
Anne Preier



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Introduction

Just as communicative activities and games have become an integral part of most EFL classes, there is an increasing awareness that business English courses also benefit greatly from this approach. The notion that business English is unavoidably boring is disappearing fast. This book aims to provide games and activities which encourage and develop the students' business communication skills in English in an enjoyable way.

The majority of business English learners know, or can easily acquire, the specialized jargon of their particular field. The role of the teacher is to provide the language skills as a framework within which learners can achieve successful communication when presenting their products, taking part in meetings, speaking to clients, partners, colleagues, etc.

Some games in the collection have been developed to introduce and/or practise very specific language material where the emphasis is on accuracy and precise formulation, whereas others offer students the chance to develop their fluency; that is, to use the language at their disposal more freely. In all cases, our aim has been to initiate real communication among the students in the classroom in preparation for the real communication that will be demanded of them in their jobs.

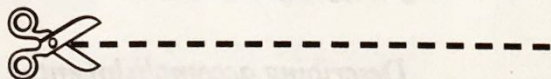
Carrying out communicative tasks requires active involvement on the part of the learner, which in turn makes the lessons more motivating and more effective. These factors are crucial in any learning situation, but particularly so when the learners have to fit business English lessons into a very busy working day. This book is for teachers of both in-service learners, who can bring their own knowledge and expertise to the tasks, and of those preparing for a business career without work experience as yet. There are games and activities for large classes, small groups and one-to-one teaching.

This book is intended to be used as a supplement to and consolidation of work with any available coursebook of intermediate level and includes games which do not fit into a textbook format and which have an activating, kinaesthetic element. Business people are not used to being passive recipients in their work situations and these games encourage learners to take the initiative in their learning process to make it memorable and therefore successful.

The first part of the book contains 36 games which consist of one or more photocopiable worksheets (*see below*). The second part contains teacher's notes giving information under the following headings: activity type, number of students, function practised, lexical area, and grammar involved, followed by step-by-step instructions on setting up and playing the games. Finally, the index categorizes the games in order to help teachers to choose a suitable game.

Photocopiable worksheets

For the photocopiable worksheets, you will need to photocopy, then cut up the page as marked. The lines along which you will need to cut the photocopied page are indicated by a broken line, as below.



You may also find it useful to mount the boxes and sections you have cut out onto card, both to prevent the slips of paper from being lost or damaged, and for re-use later.

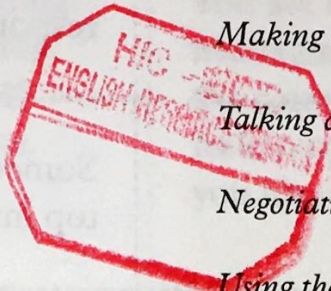
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List of games	Business/social function practised
1 What's your position?	<i>Describing company structure</i>
2a-c Find the colleague who . . .	<i>Introducing; exchanging information</i>
3a-c What were you doing when the boss came in?	<i>Describing office activities; persuading</i>
4 The ideal boss	<i>Describing and evaluating character</i>
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6a-b Burnout	<i>Analysing work situations</i>
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8a-b And where do you work?	<i>Describing the advantages of different jobs</i>
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36a-b	Talking about the boss	<i>Describing the executive lifestyle</i>

Teacher's Notes with game instructions

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1 What's your position?

Managing Director	Someone who heads a company and is responsible for its running.
Executive Secretary	Someone who does secretarial work for top management.
Sales and Marketing Manager	Someone who heads the department that advertises and sells the product.
Sales Representative	Someone who is responsible for selling the product to customers.
Production Manager	Someone who heads the department responsible for manufacturing the product.
Personnel Manager	Someone who heads the department responsible for staff matters, such as the hiring of employees.
R & D Manager (research and development)	Someone who heads the department responsible for scientific research and the development of new products.
Finance Director	Someone responsible for running the company's financial affairs.
Accountant	Someone who keeps the accounts in the finance department.
Receptionist	Someone who sits in the lobby, answers the phone, and greets visitors.

2a Find the colleague who . . .

Role-cards

You are the Managing Director of the company and are in charge of running it. You've been with the company for 20 years. Your hobby is playing golf. You often play with business clients.

You are an executive secretary. You are the 'right hand' of the Managing Director. You've been with the company for 5 years. Your hobby is Italian cooking and in your free time you like to give dinner parties.

You are the Personnel Manager. You are in charge of staff matters, such as training programmes and hiring. You've been with the company for one year. Your hobby is gardening.

You are a sales representative. Your job is selling the company's product to customers. You've been with the company for 2 years. In your free time you take evening classes to learn Japanese.

You are the Sales and Marketing Manager. You are in charge of your company's sales and marketing strategy. You've been with the company for 7 years. In your free time you like to go hiking.

You are an accountant in the finance department. Your job is keeping the company's books and accounts. You've been with the company for 4 years and are hoping for a promotion soon! In your free time you like to read detective stories.

You are the company's Production Manager. You head the department that makes the product. You are a newcomer to the company. In your free time you like listening to classical music.

You are the R & D Manager and are in charge of scientific research and the development of new products. You've been with the company for 9 years. In your free time you like to collect butterflies.

You are the Finance Director and are in charge of the company's financial affairs. You've been with the company for 10 years. In your free time you take ballroom dancing lessons with your partner.

You are a technician in the production department and work on technical aspects of production. You've been with the company for 8 years. Your hobby is building and flying model planes. You spend every free minute on this hobby with your partner!

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