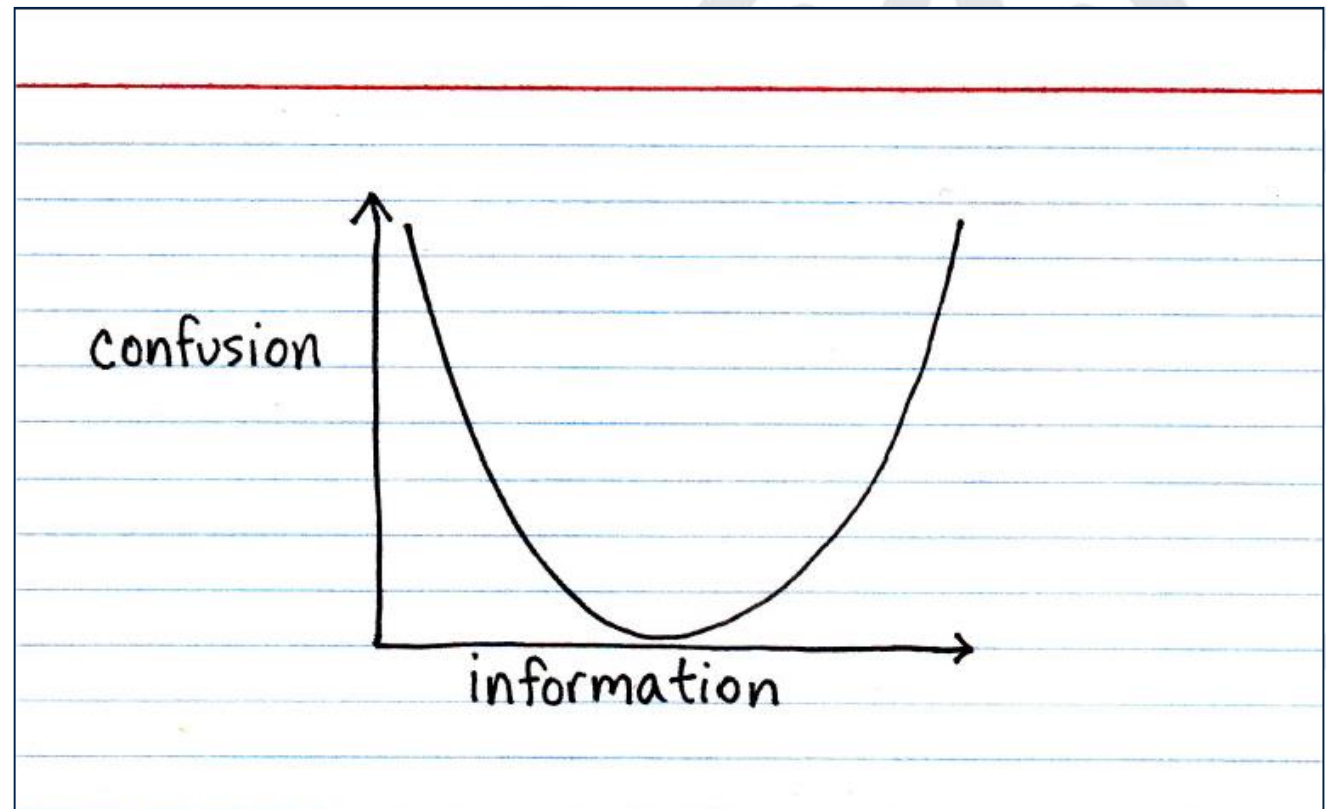
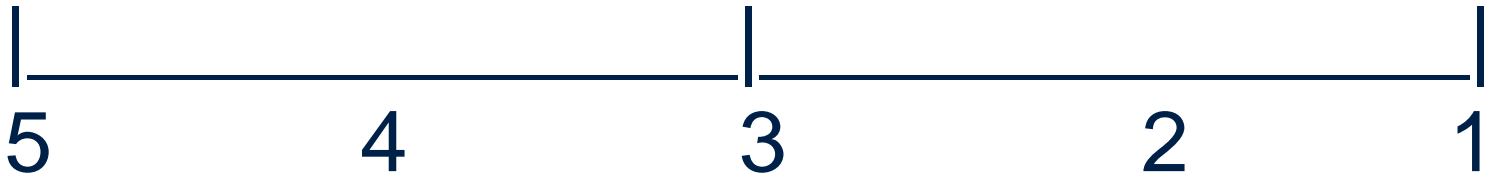


Communicating much much more with a whole lot less!

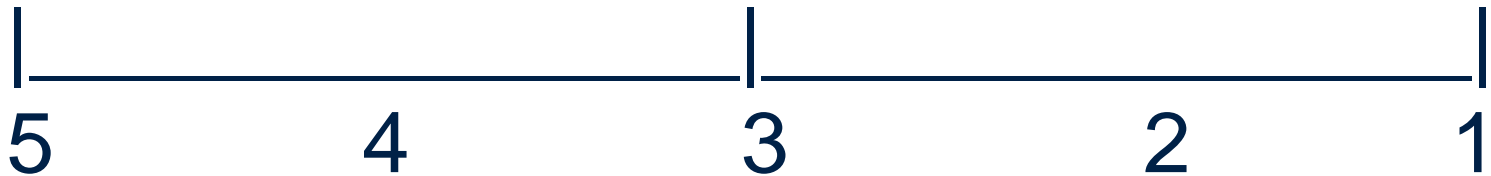
John Hughes





“How are you today?”

“Fine.”



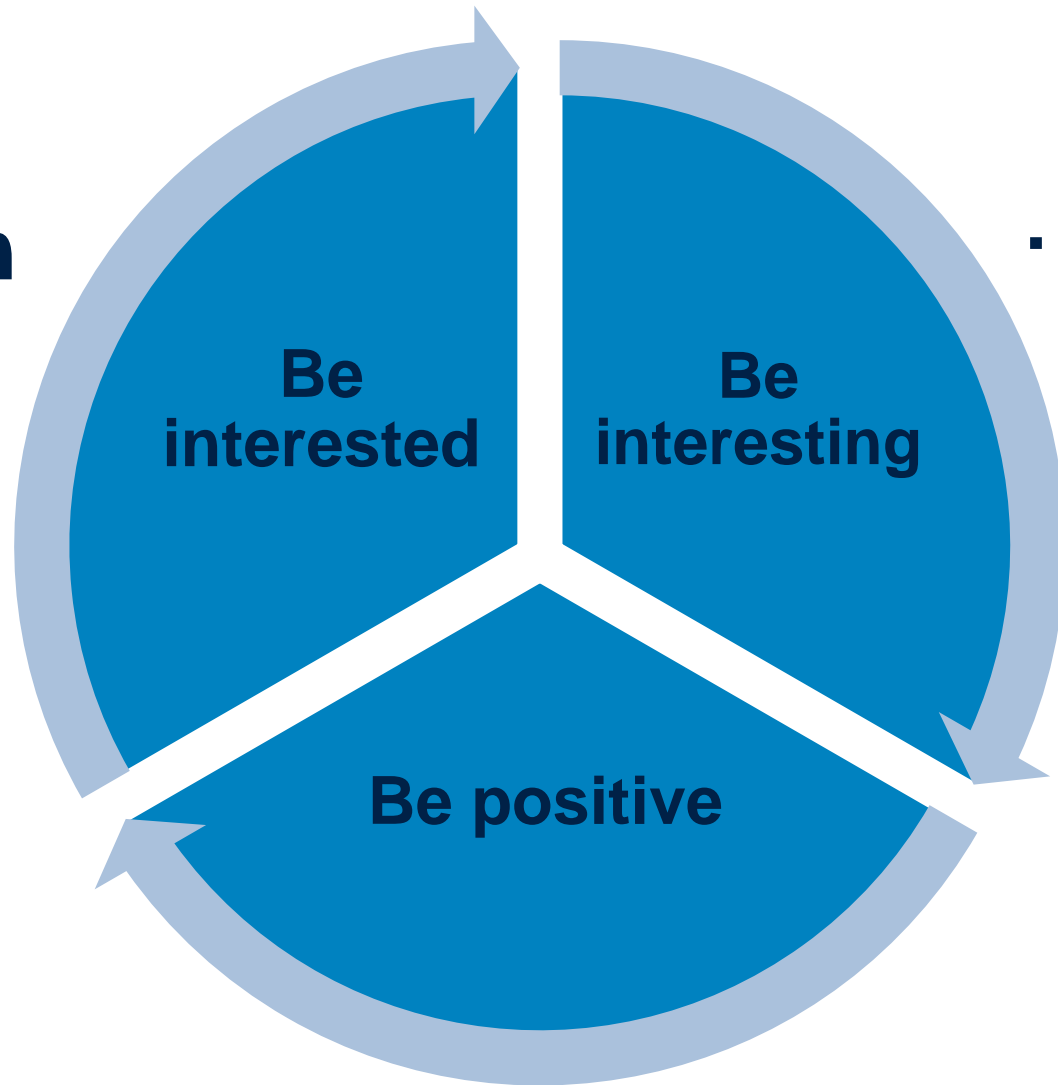
“How are you today?”

“Did you have a good time last night?”

More with less

-
- Communication skills with less
 - Economical input and ‘one word equity’
 - Repackaging the language
 - The student’s own level and language
 - Providing ‘takeaway’

**Ask an
open
question**



...and...



Hughes, J. and Mallet, A. (2012)
Successful Meetings Oxford

Tip | *and*

*My company is Santander.
Our head office is in Spain. =
My company is Santander and
our head office is in Spain.*

Yes, and...



Yes, but...



Make it larger
Make it smaller
Make it simpler
Make it more
complicated
Make it more frequent
Make it more colourful
Make it more
appealing (to young
people)
Make it easier to
access
Make it more exclusive

Tip | *and*

*My company is Santander.
Our head office is in Spain. =
My company is Santander **and**
our head office is in Spain.*

Tip | *take + transport*

*take + transport = travel by
transport:*

take a taxi to the airport

Tip | *work + preposition*

We use the verb *work* in
different ways:

work for (an employer /
company): *I work for BMW.*

work with (people or another
country): *I work with
colleagues.*

work in (department or area of
business): *I work in Production.*

I think that

working from home

overtime

exercise

meat

a holiday

a job with travel

Facebook

is good for you

is bad for you

I think that

working from home

overtime

exercise

meat

a holiday

a job with travel

Facebook

is good for you

is bad for you

because....



- 1 34▶ Karla is a manager. Today, she is with two new employees. Listen and match the person to the department.

Karla Sales
 Astrid Human Resources
 Mark Finance

- 2 34▶ Listen again. Complete with the words.
work (x2) don't (x2) do (x2) manage live
- 1 I _____ the Human Resources Department.
 - 2 I'm from Switzerland, but I _____ live there.
 - 3 We _____ in Munich.
 - 4 Do you _____ in Sales?
 - 5 Yes, I _____.
 - 6 What _____ you do?
 - 7 I _____ in Finance.
 - 8 No, I _____. I live in Canada.

- 3 Complete with *do* or *don't*.

Positive	Negative	Question	Short answers
I / you / we / they manage a department.	I / you / we / they _____ work in Sales.	_____ you / they live in Germany?	Yes, I / we / they _____ No, I / we / they _____

- 4 Work in pairs. Make six questions.

Do you	manage	a department?
	live in	Spain?
	work in	people?
	meet	a team?
	sell	products?
	make	India?

- 5 Work in pairs. Ask the questions from 4. Answer *Yes, I do* or *No, I don't*.



He always gets up at seven.

He always starts work at nine.

He sometimes has jam sandwiches for lunch but he usually has cheese.

He always goes home at five.

He never goes out anymore.

She's speaking to
someone.

She's rushing to work.

She's having a meeting.

She's sending an email.

She's picking up the kids.

She's going out with
friends.



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BUT WE WANT **BUSINESS ENGLISH!**

PRESENT PERFECT
How long have you lived here?
Have you ever lived in a foreign country?
Has the film started yet?

OK.

THAT'S **MUCH BETTER!**

PRESENT PERFECT
How long have you ^{worked} lived here?
Have you ever ^{worked} lived in a foreign country?
Has the ^{meeting} ~~film~~ started yet?

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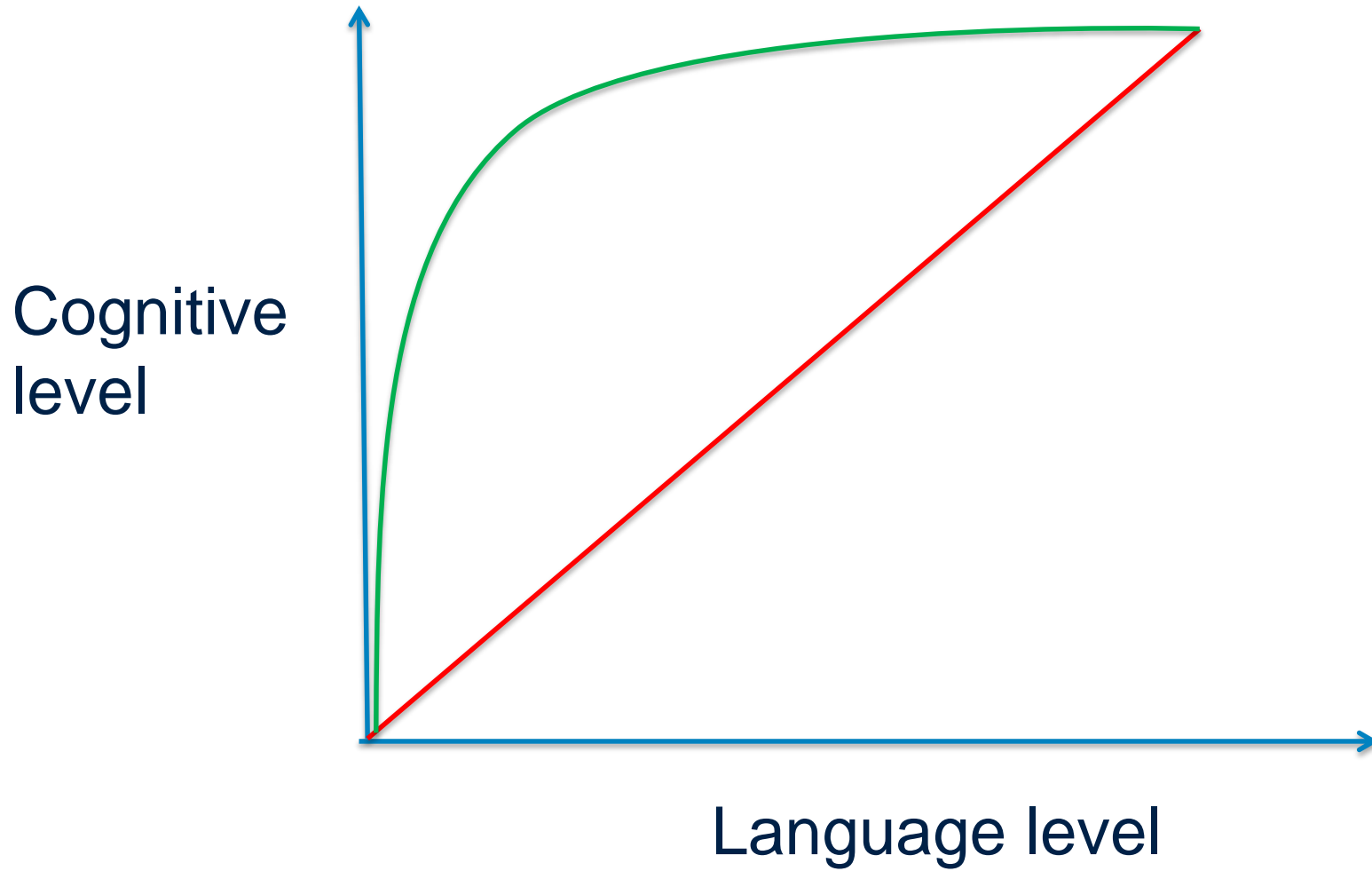
Subjects you've studied

Companies you've worked for

Places you've visited

Jobs you've done

Recent films/concerts you've seen



Contents > Student resources > Unit glossaries > Unit 1 glossary



Unit 1 glossary

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Unit 1 Glossary

	Word	Definition	Translation	Example
▶	assistant	someone who helps another person in their job	_____	My assistant will get us some coffee.
▶	boss	a person who is in charge of other people at work	_____	He asked his boss for some time off.
▶	CEO, Chief Executive Officer	the person who is in charge of a company	_____	Tom is the CEO of a large media company.
▶	colleague	someone that you work with	_____	She went for a drink after work with her colleagues.
▶	director	a senior person who is in charge of part of a company	_____	Jenny is our new Sales Director.
▶	employee	a person who is paid to work for somebody	_____	The company has nearly 200 employees.
▶	engineering	using scientific knowledge to help design	_____	He works in electronic engineering.

Good morning, thank you for your coming. My name is Ralph Pederson and I'm the President. Today I like to talk to you about my bank. In short my presentation I'll be dealing with two areas. The structure and organisation of my bank and its main activities. First of all the company employs four thousand sixty people and is split fifty division. The business division are....is...there head office division is responsible from organising work our divisions...

Good morning _____thank you for
_____coming. My name is Ralph Pederson
and I'm the President. Today I _____like to
talk to you about my bank. In short my
presentation _____ with two areas. The
structure and organisation of my bank and its
main activities. First of all the company
employs four thousand _____ sixty people and
is split _____ five divisions...

Good morning / and thank you for coming. //
My name is / Ralph Pederson / and I'm the
President. // Today / I'd like to talk to you about
my bank. // In short // my presentation will deal
with / two areas. // The structure and
organisation of my bank / and the main
activities of the bank. // First of all / the
company employs / four thousand and sixty
people / and is split into / five divisions... //

More with less

-
- Communication skills with less
 - Economical input and ‘one word equity’
 - Repackaging the language
 - The student’s own level and language
 - Providing ‘takeaway’



“That’s the end of my presentation
and thank you for listening.”



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www.elteachertrainer.com
<http://oupeltglobalblog.com>

Communicating much much more with a whole lot less!

John Hughes

