

# Companies



(cc) by Matsuyuki *Street of office buildings* www.flickr.com

Enclosed:

Conversation lesson

How to use

SimplyQuests™

Conversation Control™ sheets


Prices

SimplyConversations™

# Companies (i)

BUSINESS



<p>Companies (i) &lt; 1 &gt; PresentPerfect</p> <p>How long has your company been in business? Talk about some of the ups and downs your company has been through recently or in the last (10) years.</p> <p><a href="http://www.kalirago-english.com">www.kalirago-english.com</a> <b>SimplyConversations™</b> ©KareneJoySylvester2007</p>	<p>Companies (i) &lt; 2 &gt; PresentSimple</p> <p>How often does your company offer social activities for its staff members? What sort of things do you do together and how often?</p> <p><a href="http://www.kalirago-english.com">www.kalirago-english.com</a> <b>SimplyConversations™</b> ©KareneJoySylvester2007</p>	<p>Companies (i) &lt; 3 &gt; PresentSimple</p> <p>Does your company have a Head Office or any branches and/or subsidiaries in other countries? Discuss the pros and cons of having offices overseas.</p> <p><a href="http://www.kalirago-english.com">www.kalirago-english.com</a> <b>SimplyConversations™</b> ©KareneJoySylvester2007</p>
<p>Companies (i) &lt; 4 &gt; PresentSimple</p> <p>Are men and women treated equally where you work? Are they paid equally? Promotion possibilities the same? Give us your opinion and back it up with a few concrete examples.</p> <p><a href="http://www.kalirago-english.com">www.kalirago-english.com</a> <b>SimplyConversations™</b> ©KareneJoySylvester2007</p>	<p>Companies (i) &lt; 5 &gt; PresentSimple</p> <p>What is your company's slogan, why was this chosen? Has it been translated into English (for the global marketplace)? If not, can you do it?</p> <p><a href="http://www.kalirago-english.com">www.kalirago-english.com</a> <b>SimplyConversations™</b> ©KareneJoySylvester2007</p>	<p>Companies (i) &lt; 6 &gt; PresentPerfect</p> <p>Have you ever had any intercultural training? What sort of things do you do differently with foreign guests that you might not normally do with visitors from your own country?</p> <p><a href="http://www.kalirago-english.com">www.kalirago-english.com</a> <b>SimplyConversations™</b> ©KareneJoySylvester2007</p>
<p>Companies (i) &lt; 7 &gt; Compar/Superlatives</p> <p>Who is your biggest competitor? What kinds of products do they have in the market that are similar to your own? Can you make an objective comparison?</p> <p><a href="http://www.kalirago-english.com">www.kalirago-english.com</a> <b>SimplyConversations™</b> ©KareneJoySylvester2007</p>	<p>Companies (i) &lt; 8 &gt; PastSimple</p> <p>Who was/were the original founder(s) of your company? Tell us as much as you can remember/know about their initial concept or objective.</p> <p><a href="http://www.kalirago-english.com">www.kalirago-english.com</a> <b>SimplyConversations™</b> ©KareneJoySylvester2007</p>	<p>Companies (i) &lt; 9 &gt; PresentSimple</p> <p>Does your company employ interns? How does it generally select its new employees from the market? What do you think of them/their work?</p> <p><a href="http://www.kalirago-english.com">www.kalirago-english.com</a> <b>SimplyConversations™</b> ©KareneJoySylvester2007</p>
<p>Companies (i) &lt; 10 &gt; PresentSimple</p> <p>Talk a little about some of your colleagues: discuss their personalities in general and how this affects the workplace.</p>  <p><a href="http://www.kalirago-english.com">www.kalirago-english.com</a> <b>SimplyConversations™</b> ©KareneJoySylvester2007</p>	<p>Companies (i) &lt; 11 &gt; PresentSimple</p> <p>Does your company use assistants and secretaries? Talk about the importance of their role - can your managers exist without them? Why/why not?</p> <p><a href="http://www.kalirago-english.com">www.kalirago-english.com</a> <b>SimplyConversations™</b> ©KareneJoySylvester2007</p>	<p>Companies (i) &lt; 12 &gt; PresentSimple</p> <p>Scandinavian companies are famous for providing daycare for their workers' children. Does yours? What do you think of this practice?</p> <p><a href="http://www.kalirago-english.com">www.kalirago-english.com</a> <b>SimplyConversations™</b> ©KareneJoySylvester2007</p>
<p>Companies (i) &lt; 13 &gt; PresentSimple</p> <p>Is it important for a company to have a mission statement? How much do you know of your company's purpose, objectives and/or goals - can you summarize it for us?</p> <p><a href="http://www.kalirago-english.com">www.kalirago-english.com</a> <b>SimplyConversations™</b> ©KareneJoySylvester2007</p>	<p>Companies (i) &lt; 14 &gt; Pres/Past Simple</p> <p>Talk about some of the cost-cutting exercises your company is currently employing. Are/were these methods effective?</p> <p><a href="http://www.kalirago-english.com">www.kalirago-english.com</a> <b>SimplyConversations™</b> ©KareneJoySylvester2007</p>	<p>Companies (i) &lt; 15 &gt; PresentSimple</p> <p>Does your company have an environmental policy? What is it and how does your company enforce it? If your company doesn't have one, what would you suggest?</p> <p><a href="http://www.kalirago-english.com">www.kalirago-english.com</a> <b>SimplyConversations™</b> ©KareneJoySylvester2007</p>

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## HOW TO USE:

### **Prep**

Print/photocopy prompt sheet on to coloured card (laminates if desired), cut.

Photocopy ConversationControl™ sheets, or download/print extra copies from:  
<http://www.kalinago-english.com/cms/index.php/Marketplace/SimplyConversations/Conversation-ControlTM.html>

Print/photocopy SimplyQuests™.

### **Pre-task**

Brainstorm vocabulary for the topic (draw a circle on the board, elicit relevant words and phrases).  
Check students understand important words.

#### **Organizing your classroom**

##### **Individual students:**

Place cards face-down on table and get student to select and answer questions one at a time.

##### **Group class (2-5 students):**

Place cards face-down on table. Each student picks a card and asks or answers the question(s).

##### **Group class (6+ students)**

Divide students into smaller groups (no more than 5 per group). Follow instructions as above.

For many more options visit:

<http://www.kalinago-english.com/cms/index.php/Marketplace/SimplyConversations/How-to-use.html>

\*menu on the right-hand side.

### **In-task**

Your main objective is to pay attention to errors and mistakes, correct some and take notes of others, stimulate discussion by agreeing or disagreeing and encouraging them to speak for as long as time allows.

With individual students you should also participate in the “game” – ask/answer. With small groups, simply take notes and with large groups circulate around the room, supporting students as necessary.

For more information on making corrections, watch my videos on youtube: <http://uk.youtube.com/user/english0kalinago>

#### **Ending your lesson**

- Ask your students for feedback, what did they learn?
- Go through the errors and mistakes you heard, discuss the corrections together.
- Review the new words, phrases and pronunciation problems.
- Remember to openly praise - mention great sentence structures or usage of difficult words.
- Suggest post-task activities as listed on the next page (try not to use the word “homework”).

### **Post-task**

Provide students with the *SimplyQuest*™ sheets (you can email just this page to them if you have adobe pro). Get them to choose a research activity they're interested in. With larger groups, divide your class into twos and threes and encourage them to split responsibilities, plan and do their activity as a team project. Provide a deadline of when they should report back to you.

# SimplyQuests™

(Student post-task activities)

## COMPANIES



Read the following and choose one or two investigative opportunities that sound interesting to you.

Use the internet to help you find more information. If, while searching, you discover that you want to research something else (although related to this topic), that is even more fascinating, you can.

Do your research in the language of your choice however please note that you should be prepared to report on what you've found out only in English.

Remember to make notes of unusual words that you may need when presenting (or that your colleagues may have difficulties with) and if you're able, bring in diagrams or other forms of media to help explain your web-quest to us.

Have fun!

### **Useful internet addresses include:**

<http://delicious.com/KalinagoEnglish/SimplyC%3Acompanies>

<http://delicious.com/KalinagoEnglish/SimplyC%3Abusiness>

[www.google.com](http://www.google.com)

[www.flickr.com](http://www.flickr.com)

[www.wikipedia.org](http://www.wikipedia.org)

[www.ehow.com](http://www.ehow.com)

[www.about.com](http://www.about.com)

[www.forbes.com](http://www.forbes.com)

<http://news.google.com/nwshp?tab=wn&ned=us&topic=w>

### **The Quests:**

1. How much do you know about the oldest companies in the world? Research one of the following, describe their history, product and owners.  
*Kongō Gumi, Chateau Goulaine, Marinelli, Weiherstephan, Wieliczka*
2. What are the legal terms and definitions of the types of company structure? Bring examples.
3. Globally, what are the top companies in your field of work – can you present information on their profits, sales, share price etc...? Visit their website and find out what you can.
4. What types of loans are available for those wanting to start up their own business in your country? From which banks? What are the terms and conditions?
5. Which companies from your country or economic region made the Forbes 400 list? What do these companies do? Choose one and prepare a report on their history, products and general profile by visiting the company's website (look for their latest annual report).
6. How do you write a company mission statement? Bring in your company's and analyze it against those of some of your competitor(s). What sort of things are important – what verbs and adjectives are used when writing out a company's statement of vision?
7. Check out Barron's list of top CEO's: look at who is important today, who's out of favour and who's back. Choose someone who fascinates you and do further research on their life.
8. Which famous companies are currently in trouble – either financially or perhaps with their environmental record? Research and report.

Dear Teacher,

Thank you very much for downloading your free sample of Companies - *SimplyConversations*<sup>TM</sup>.

Thank you very much for downloading your free sample of Sports & Games - *SimplyConversations*<sup>TM</sup>.

I hope you have as much fun using them as I've had making them. Your students will really get the chance to work on their fluency, vocabulary and language awareness with these cards and the *SimplyQuests*<sup>TM</sup> –especially when you use the Conversation Control<sup>TM</sup> sheets to provide feedback.

The materials have been designed specifically to improve communicative abilities and range in level - on one hand in order to increase comfort and on the other, to challenge our learners. If you would like to know more about the pedagogical aspects of the system and how I designed them, please visit: <http://www.kalinago-english.com/cms/index.php/Marketplace/SimplyConversations/The-system-explained-1.html>.

**If you register on the site**, you can also download an extra set (sometimes more) – this set is entitled **Getting to Know You** and has 30 random questions designed to help you work out what your students' conversation abilities are. It's a great set which you'll use over and over and over again!

Although there are many websites out there offering their materials for free (many of them are listed in my delicious site: <http://delicious.com/KalinagoEnglish>) which you're always welcome to access, I am simply unable to do this as I'm just one teacher like you, making these and designing the website by myself ;-)!

Some sites out there offering lessons and materials totally for free are backed by a publishing house or they're able to get their funding through advertisements.

I don't really like visiting sites that are crowded by ads or that are complicated to wade through – I simply want to get my hands on material to take into class and I figure a lot of you out there also feel that way!

While I probably will use a handful of sponsored ads (so that I can quit some of my classes eventually and spend more time uploading these - there's around another 80 to come) I would prefer to provide you with a site that is professional, easy to navigate and relevant to your students' needs.

I'm sure you'll recognize the intrinsic value in saved preparation time, creativity, topicality, personalization of the materials, the system itself and that you will enjoy downloading and using them!

Please do come back soon, you can favourite me or bookmark me (look for the funny little button on the left-hand side that says Bookmark) and if you have questions, please don't hesitate to write as I like hearing from you ;- ) and knowing who you are and what you're teaching. If you're not shy you can comment in my blogs (<http://kalinago.blogspot.com> and <http://how2learnenglish.blogspot.com>) or the website's guestbook.

Until then,  
Karenne

## Product Prices

(incl. EU sales tax and PayPal's transaction charge)

Unit Category	Individuals/ Freelancers	Institutions <25 teachers
General English	€0.99	€2.99
Business English	€1.49	€3.99
ESP :English for specific purposes	€1.99	€4.99

# Conversation Control™

## Teacher Sheet

Class: \_\_\_\_\_ Topic: \_\_\_\_\_ Date: \_\_\_\_\_

### New Vocabulary

Keep a record of the new words that come up during the class – not just from the cards, but also introduced within the context of the “conversations” or in the pre-task brainstorming. Encourage students to highlight words and choose 5-8max. for later study.

### Pronunciation

What letters or sounds are your students having difficulties with – think about stress, intonation and tone.

### Phrases/Idioms

Keep a note of new phrases and idioms that come up during the conversation. Elicit other uses of the same phrase(s), in other contexts - personalise the expression.

### Collocations

Pay attention to words that always go together, get them to write lists.

### Structural weaknesses/areas to focus on

Keep a record of the errors you hear your students making. Look at wrong tenses, word order problems and incorrect usage of words. Pay attention to the mistakes they make **most** often - think about why they are making these mistakes – is it a first language interference? Just a slip-up? When you give feedback, encourage the student(s) to become self-aware and to self-correct.

### Corrections

Make a list here of the **type** of errors/mistakes. Concentrate on detecting regular patterns so you can bring in materials to practice later.

### Other notes

Make good notes of positive things you've noticed during the class – how well are the students participating, have your students begun activating vocabulary from previous “conversations” or from their course book? Have they used a difficult or unfamiliar grammatical structure? Make sure to praise their efforts! You can also keep a record of things you need to remember to research/source for later classes.

# Conversation Control™

## Student Sheet

Class: \_\_\_\_\_ Topic \_\_\_\_\_ Date: \_\_\_\_\_

### New words

Write down a list of useful words that came up in the discussion today.. Highlight 5 to 8 (max) and make a plan to study them later– consistently try to activate them in future conversations!

### Pronunciation

What letters or sounds are you generally having difficulty saying? Rewrite the words in symbols or divide the word up into syllables, stress patterns/intonation.

### Phrases/Idioms

Write down new phrases and idioms that you come across. Pay attention to how it was used, when and where. Is there a similar saying in your own language? Can you re-use it in another context?

### Collocations

Which words always go with what verbs and/or prepositions: pay attention and create lists.

### Structural weaknesses/areas I have to work on

Only record your area(s) of weakness – not those of the whole class. What kind of errors did you make – do you understand the reason/the rules now? Add new and interesting structures you noticed on the cards. Should you do more research/practice? Keep a record of the mistakes you regularly make: what are you going to do to change this?

### Other notes

Note questions you would like to ask your teacher/other students or use this space to remind you of thing that came up in class that you'd like to research later on.