

It's a deal Worksheets **1a** and **1b**

NOTE: Two lesson plans are given for Worksheets 1a and 1b. This one is easier and uses both worksheets. If there are more than twelve students in your class you will need to divide the class into groups. In this case, make one copy of Worksheet 1a (Business cards) for each group. If there are fewer than twelve students you will not need all the business cards.

ACTIVITY

Whole class: speaking

AIM

To exchange basic personal information (name, job, company and phone number, etc.)

GRAMMAR AND FUNCTIONS

High frequency questions

VOCABULARY

president, director, manager

PREPARATION

Make one copy of Worksheet 1a (Business cards) for each group of 4–12 students in the class and cut it up as indicated. Make one copy of Worksheet 1b (Contact list) for each student in the class.

TIME

10–30 minutes (depending on the size of the class)

PROCEDURE

- 1 Explain to the class that they are going to practise making contacts in English. Set up the situation: a group of business people is at a party.
 - 2 Give a business card and a contact list to each student.
 - 3 Explain that they are now the people named on the business cards. Ask them to choose a first name that fits the initial on their card.
 - 4 Explain the activity. They are going to make as many contacts as possible and fill in their contact lists.
 - 5 Refer the students to the contact list and elicit some of the language they will need to do the task: *May I introduce myself? And you are...? How do you spell that? Who do you work for? What does your company do? What do you do? What's your phone number?*
 - 6 Students walk around introducing themselves and recording their contacts.
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