

ACTIVITY

Groupwork and pairwork: speaking

AIM

To negotiate a price by telephone.

GRAMMAR AND FUNCTIONS

Talking about money

Questions

First conditional

VOCABULARY

rates, turnaround, negotiable, minimum charge, supplement, WP (Word Processing), format

PREPARATION

Make one copy of the worksheet for each pair of students and cut it in two as indicated.

TIME

5-10 minutes

PROCEDURE

- 1 Tell the students they are going to practise asking for and obtaining information by phone.
- 2 Divide the class into two groups: *Customers* and *AsiaGloss representatives*.
- 3 Give out the appropriate sections of the worksheet.
- 4 Brief the two groups. The customers must decide what questions they will ask. The AsiaGloss representatives must read their information. Allow 2-3 minutes.
- 5 Put the students in pairs: a customer and an AsiaGloss representative in each pair. Ask them to sit back to back if you like, to make it more like a phone call.
- 6 The customer rings up to get a telephone quotation from the company.

FOLLOW-UP

AsiaGloss representatives write faxes summarising the information. Customers write faxes checking the information.