

**Business English Advice Guessing game (Language of Advice/ Business Vocabulary- Do and Make Collocations etc/ Learner training)**

**Worksheet One**

*Read the dialogue below and fill the gap with one of the business situations underneath.*

Student A “I think you should move to a smaller office”

Student B “You think I should move to a smaller office because I am going to renovate the office”

A “No, that’s not the one I am talking about.”

B “Okay, give me one more clue.”

A “If I were you, I would move to a smaller office and make people work lots of overtime”

B “I think I’ve got it. If you were me you would move to a smaller office and make people work lots of overtime because I want to make a fortune in a short time”

A “No. Here’s one more hint. I think you ought to move to a smaller office, make people work lots of overtime and cut the pay”

B “This time I’m sure I understand which one. You think I ought to move to a smaller office, make people work lots of overtime and cut the pay because \_\_\_\_\_”

A “That’s right!”

B “I think cutting their pay could work. I would resign if my boss did that to me! I’m not sure about moving to a smaller office though”

You want to stop making mistakes when you email in English

You want to make a good impression when you meet your CEO for the first time

You want to make fewer phone calls in your job.

You are going to make a speech at the shareholder’s meeting.

You need to downsize

You are going to give a presentation

You are going to give a presentation in English

You want to improve your Business English vocabulary

You are going to renovate the office

You want to cut down on the amount of overtime the staff do

You want to make a fortune in a short time

You want to decrease staff turnover

You want to improve teamwork

You want to improve the health of your employees

You want to cut down on the amount of time you spend in meetings every week

You are going to have a job interview in English

You want a promotion

You want your employees to stop stealing office supplies

You want to get the sack

You want to earn lots more money

You want to take time off in the first week of August but your boss has already booked that week

You are going to have your first business video conference call

You want to cut down on absenteeism

You are going to chair a meeting for the first time

You want to get on better with your colleagues

You want to cut down on your personal debt

You want to buy a new fleet of company cars

You want to set up a joint venture with a Chinese company

You want to improve staff morale

You want to become managing director in the next ten years

You want to increase your company's market share.

You want to bankrupt your company

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**Worksheet Two**

**Language Presentation One- Language of Giving and Receiving Advice**

*In the dialogue, find three phrases for giving advice that mean the same as “I think the best thing to do is...”*

*In the dialogue, find one phrase that means the same as “(That) might be a good idea, (thanks)”*

*In the dialogue, find one phrase that means the same as “I don’t think (that) will work”*

**Speaking Practice One**

*In pairs or threes, choose one of the situations above and give one sentence of advice for that situation. Your partner(s) should try to guess which of the situations you are talking about. If they are wrong, give one more hint. After they have guessed correctly, discuss if you gave good advice or not.*

**Language Presentation Two- Do and make collocations**

*Without looking at Worksheet One, fill the following gaps with the verb “do” or “make”*

\_\_\_\_\_ people work lots of overtime

\_\_\_\_\_ a fortune

\_\_\_\_\_ overtime

\_\_\_\_\_ mistakes

\_\_\_\_\_ a speech

\_\_\_\_\_ a phone call

\_\_\_\_\_ a good impression

*Check your answers on Worksheet One*

**Speaking Practice Two**

*Think of any other thing you want to do or are going to do and write it down. Like in Speaking Practice One above, give your partner good advice for someone in that situation and see if they can guess your original sentence.*

**Extension**

*As a class, discuss good advice for improving your level of English and coping with lack of English knowledge at work.*