

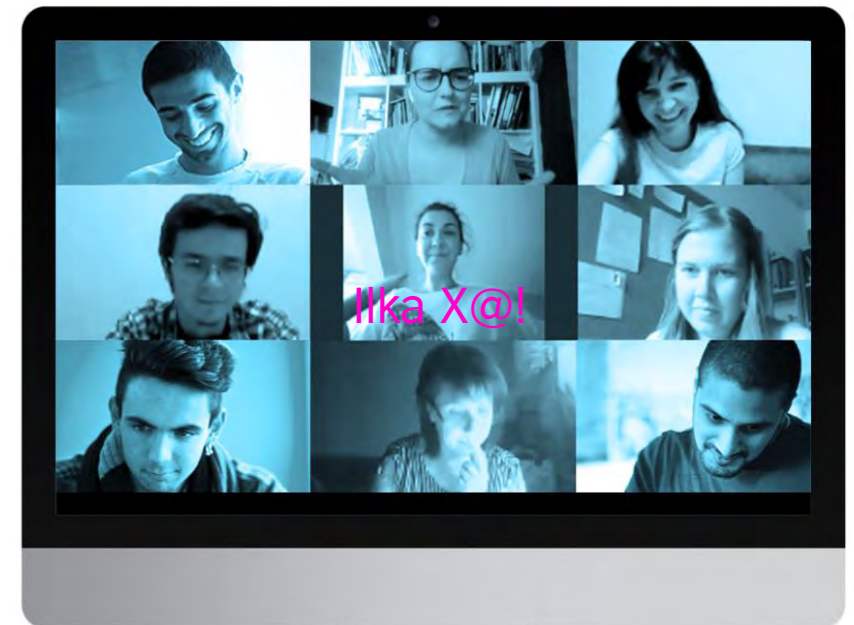
Follow the rules

Theme:
Business Communication



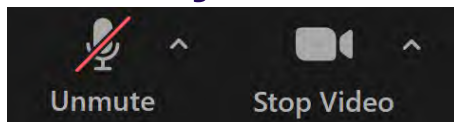
Before we start, please make sure...

- ✓ your name on Zoom is clear (use Latin letters)
- ✓ your camera is on and mic is on
- ✓ you are in a quiet area that helps you focus
- ✓ you have a notebook or a note app ready to take notes

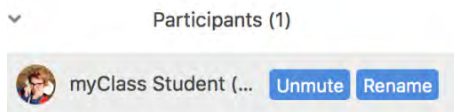


Zoom features

Check your audio and video settings

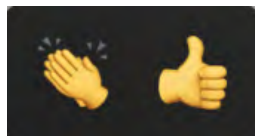
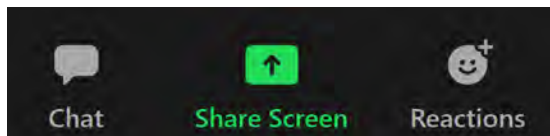


Use Latin letters for your name

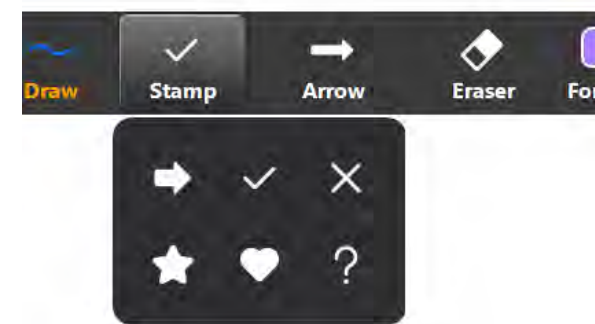
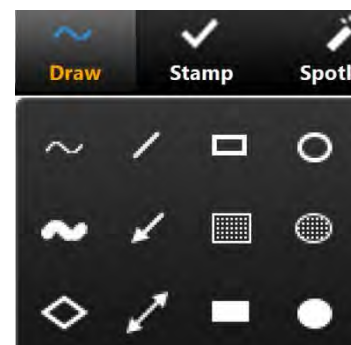


Ask questions in the Chat or use Reactions

Share Screen when the teacher asks



Use Annotate when a screen is shared

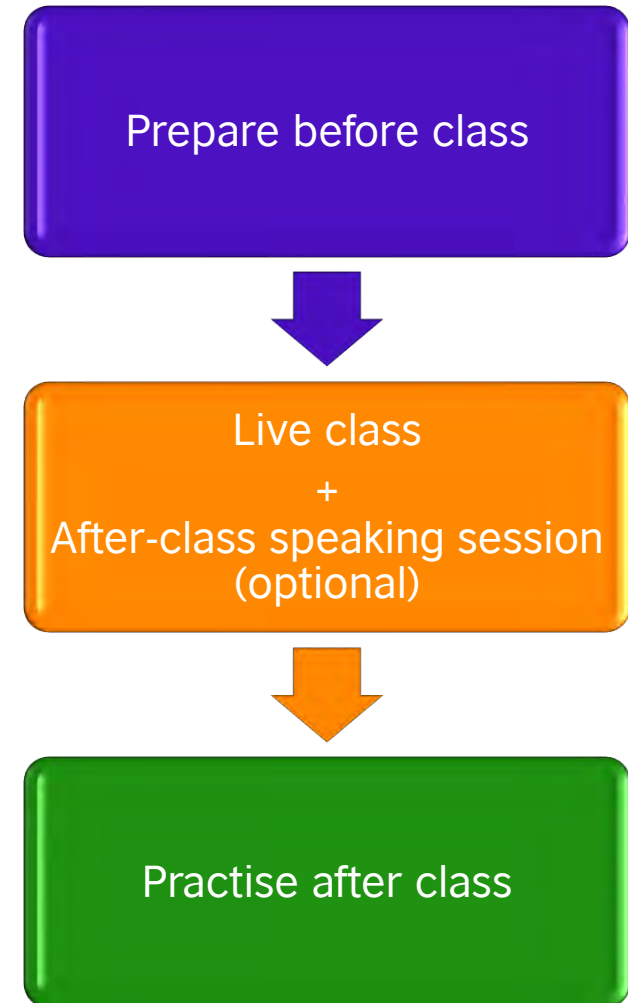


Use Save to make screenshots

Welcome to English Online

How does it work?

You need to complete all three parts to get the most out of English Online.



After-class speaking session

Stay back after class for 5 or 10 minutes to talk to your classmates from around the world.

This extra speaking practice will help you...

- improve your conversation skills
- practise using language learnt in class
- support and help your fellow students
- practise using English in a natural context
- become a part of a global learning community



After-class
speaking
sessions

Pre-lesson activities

Before the live lesson you...

- listened to an employment expert describe typical workplace rules
- identified signposting language used in a presentation
- revised language used for describing rules

Lesson objective

What do you expect to learn by the end of this class?



Lesson objectives

In this **live** part of the lesson, you will **give a presentation on a workplace procedure**.

You will also review **language for structuring a presentation** that you learned **before** the lesson.

Highlighted skills:

Presentations for the workplace

Language focus:

listening: listening for information (rules)

language: phrases to signpost your presentation

Engineering consultancy

Lead-in

Which of the following things are against the rules of the typical workplace in your country? Are there any grey areas?

1. Smoking in the office
2. Accepting gifts from clients or customers (only a certain amount)
3. Visits from friends and families to employees during the working day
4. Asking a colleague out on a date

Language focus

Introducing the topic	Giving an overview	Starting a new point	Finishing a point	Concluding/ summarising

The next issue I'd like to discuss is

I'm going to talk about

My talk is divided into

To sum up

Now we'll move on to

I'd like to begin/ start by

I'd like to turn to

That's all I'd like to say about

To conclude

My topic today is

First of all (...) then I'll

So much for that

In short

Language focus

Introducing the topic	Giving an overview	Starting a new point	Finishing a point	Concluding/ summarising
I'm going to talk about...	I'd like to begin/ start by...	Now we'll move on to...	That's all I'd like to say about...	To sum up...
My topic today is...	First of all... then I'll...	I'd like to turn to...	So much for that.	To conclude...
	My talk is divided into...	The next issue I'd like to discuss is...		In short...

Task



Task Preparation

You are going to give a presentation to your group about an aspect of workplace rules.

In a few moments will find the information about the policy you are going to talk about in the chat box.

Can you see the information?

Task

Plan your short presentation and deliver it to the group.

Include phrases from Language Focus to give your presentation a clear structure.

Be prepared to answer any questions they might have at the end.



Feedback

In case of any steps taking against the new policy, your position might get jeopardised

(if you don't follow the rule, you might be fired !)

It is highly recommended not to introduce the drug screening events without the staff consultation.

The staff should be informed about the new dress code at the earliest convenience.

Review

What have you learned from today's lesson?

What did you find interesting/not interesting?

What do you need more practice with?

Did you participate fully?

Did you achieve your aims for this lesson?

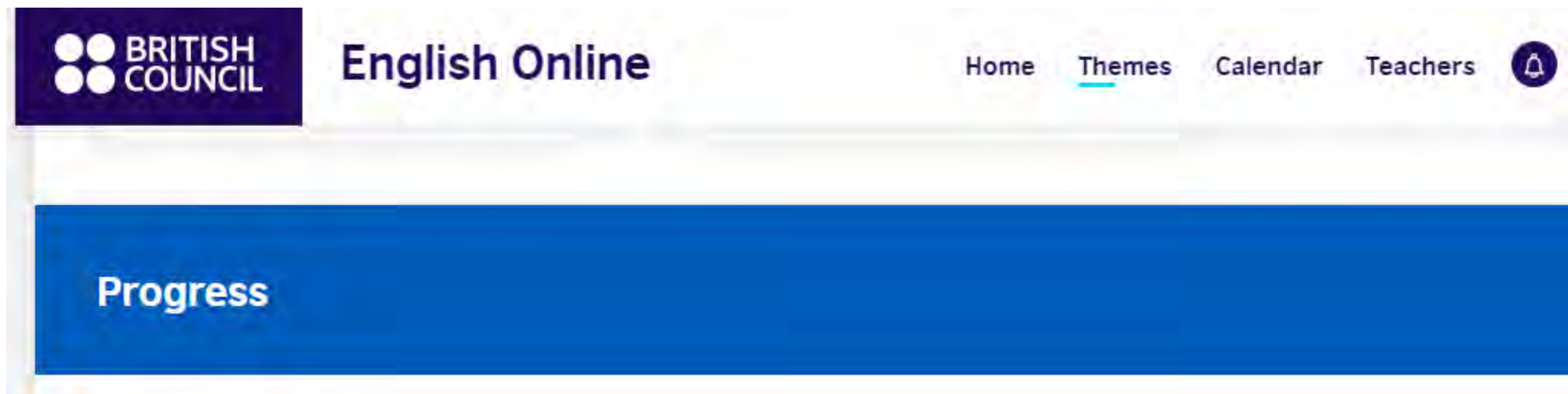
Lesson materials

Make sure you have

- downloaded the *.pdf with this presentation
- saved the Zoom Chat



What's next?



After-class speaking session

You can talk about any topic that interests you!

Use these questions as a guide, if needed.

- What are the rules on social media posts at your workplace?
- Have you ever breached your workplace code of conduct? What happened?
- Should the employer ask employees' opinions before enforcing a new rule? Why/why not?
- How do you usually made aware of new rules in your workplace?
- What rules at work do you find too strict? What would you change them to?

For help, contact:

support.englishonline@britishcouncil.org

English Online | www.britishcouncil.org

Dos

- ✓ Treat everyone with respect
- ✓ Keep your camera on and participate
- ✓ Let others share ideas too
- ✓ Listen to everyone
- ✓ Click 'Leave' if you cannot stay back

Don'ts

- ✗ Don't take pictures or record
- ✗ Don't share personal details
- ✗ Don't let your children be visible onscreen

After-class
speaking
sessions

