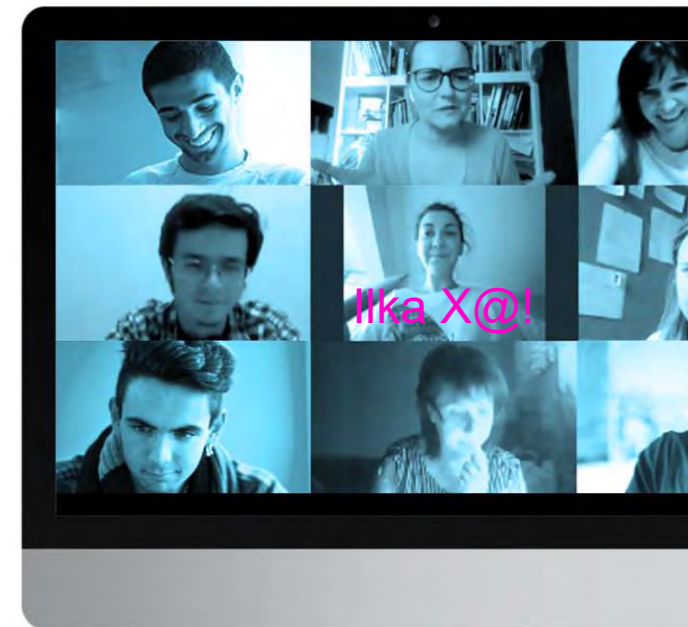


Team building

Theme:
Writing for Impact

Before we start, please make sure...

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

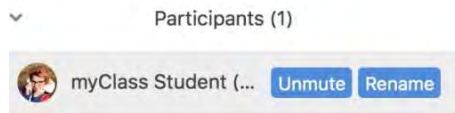


Zoom features

Check your audio and video settings

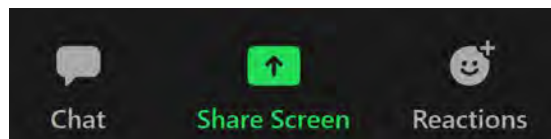


Use Latin letters for your name

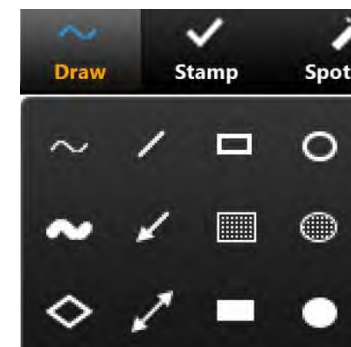


Ask questions in the Chat or use Reactions

Share Screen when the teacher asks



Use Annotate when a screen is shared



English Online | www.britishcouncil.org

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



Pre-lesson activities

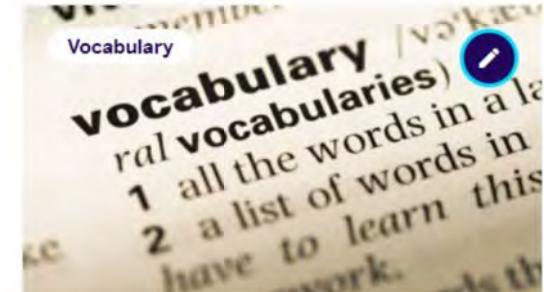
Prepare before class



A text about teambuilding activities



An e-mail about teambuilding



Requests and suggestions

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 plan to write a professional e-mail. You will discuss team building, its aims and different types of activities used for teambuilding. You will read an e-mail requesting a team building event proposal and prepare to write the agency's email in response.

You will also review the polite expressions that you learned **before** the lesson.

Skill focus:

Writing an e-mail (requesting information)

Language focus:

Functional language: being polite, making suggestions, asking for information and making requests

Lead-in

I will send you information about a team-building activity .

You have 3 **minutes** to read it and **make some notes**.

Take it in turns to **present** your activity to your partner and **discuss** how it might be **beneficial for teams and companies**.

You might find these words useful:

promote trust ease conflict increase collaboration
identify strengths motivate boost morale
develop problem-solving skills practise decision making
break down hierarchical barriers improve deduction
skills



Skill focus

Think about the e-mail you read before class and discuss these questions in pairs:

- **What suggestions does Stewart make, and what do you think of them?**
- **What extra information does he request?**
- **What style has he adopted: formal, neutral or informal? How do you know?**

Dear John,

First of all, thank you for your email requesting information on our team building service. I apologise for taking a few days to get back to you.

Based on your requirements and the mixed profile of the participants, I'm delighted to offer you with the following provisional proposal:

The weekend would begin on Friday evening with an informal dinner held at our partner restaurant, *The Golden Egg*. This would give participants the opportunity to wind down after a long week and socialise outside of the workplace. We would suggest that the seating plan mix participants from different departments and levels of seniority within the company.

In terms of activities, for Saturday, I'd recommend our filmmaking task. This is a fun activity that requires teams to work together in order to write and produce a short film about their company's products. I think it would be appropriate for your group in that it encourages communication and working together towards a shared goal.

On Sunday, I think it would be an excellent idea to opt for the Team building Games. This involves dividing participants into teams which then compete against one another in a series of events ranging from shooting and Segway racing to archery and sumo wrestling. The specific events are chosen depending on time, budget and number of participants.

Please find attached our generic price list. In order to give you a more detailed proposal and quote, I'd appreciate some more information. First of all, would you mind giving me an estimate of the number of people who would be attending? I'd also be grateful if you could let me know the age range of the participants and when the event would be taking place. Finally, could you find out if anyone has any special requirements or needs?

Thank you once again for contacting Phoenix and please don't hesitate to contact me if you need any more information.

I hope to hear from you soon.

Stewart Merson

Language focus

The sentences below are either too informal or too direct. **Rewrite them so that they are appropriately polite or indirect.**

1. I need you to tell me what packages you do ASAP!
2. Give me a call if you have any problems.
3. I want to know how much it costs too.
4. Thanks for that e-mail you sent me the other day about our services.
5. You just have to do the Murder Mystery – it's really cool!
6. Just seen your ad and I've got a couple of questions for you.

Language focus (Possible answers)

Compare your ideas with my suggested answers. Are your ideas the same/similar/different?

1. **Could you please let me know what packages you have available as soon as possible?**
2. **Please don't hesitate to call me if you need any further assistance.**
3. **I'd also appreciate it if you could send me a price list.**
4. **Many thanks for your e-mail requesting more information about our services.**
5. **We would really recommend the Murder Mystery – it's highly entertaining.**
6. **I've just read your advert and would like to have a little more information.**

Task



Task preparation: brainstorming

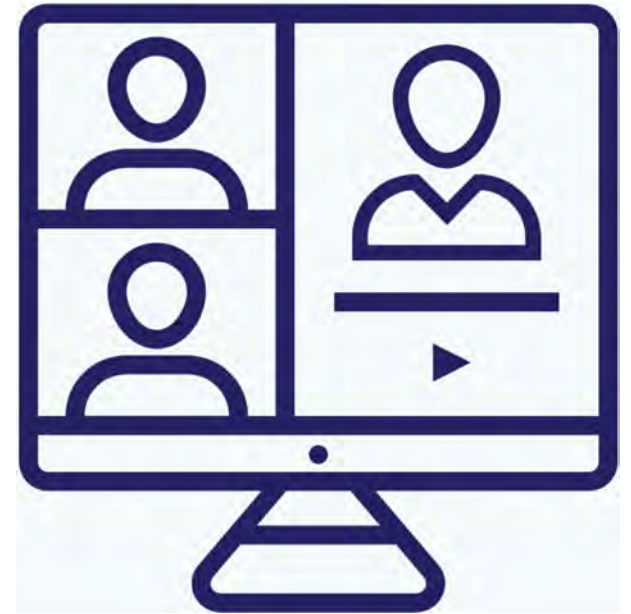
Read the e-mail requesting a proposal for a team building weekend and write the answers.

- a) Why does Daniela want to organise a team building event?
- b) What sort of activities does she want?



Task: planning and drafting

Work in groups of **three** or **four**. Imagine you work for a company that organises teambuilding events. Which activities would you **recommend** for this request? How will you **justify** your choices to Daniela?



Homework: writing

Write your e-mail after class. Remember to refer to the **success criteria** and carefully **proofread** your e-mail after you write it, to eliminate any mistakes.



Success criteria

In your e-mail, have you...

- ☐ included clear suggestions of activities which will meet Daniela's needs?
- ☐ included some questions to request extra information from Daniela?
- ☐ structured your e-mail into paragraphs and used paragraph headings?
- ☐ used a consistent style throughout: either neutral or formal?
- ☐ opened and closed your e-mail appropriately?
- ☐ used some typical e-mail expressions, language for giving advice and language for making polite requests?



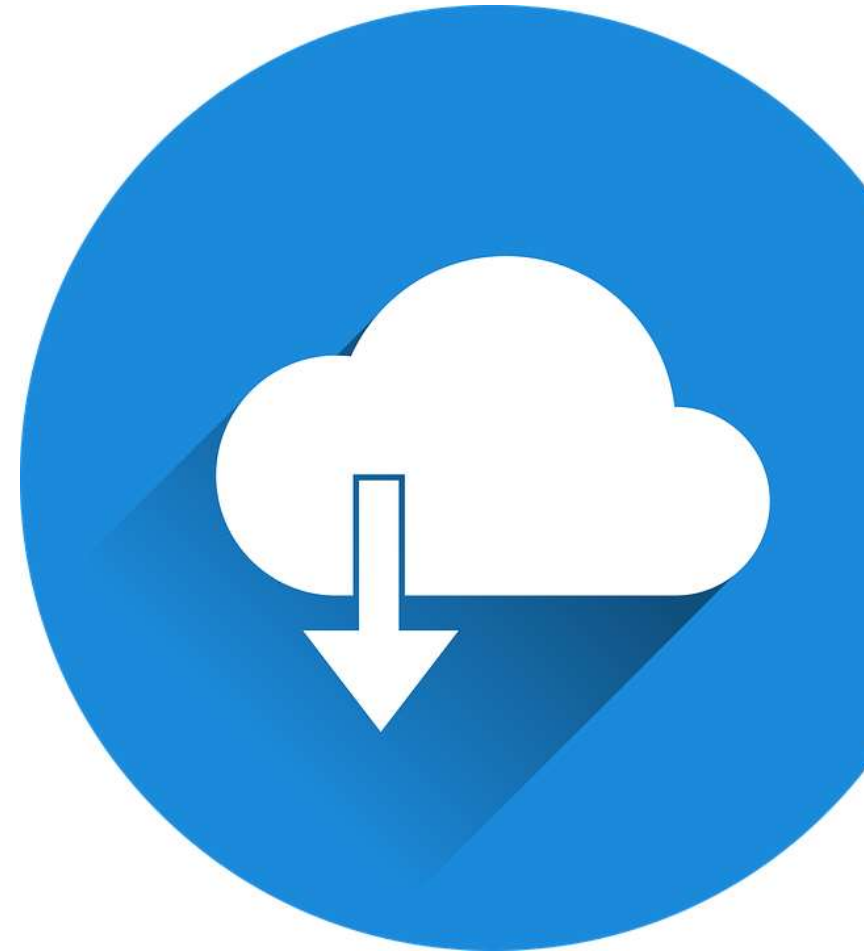


Feedback

Lesson materials

Make sure you have

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



How can you get your writing marked?

1

**Draft your e-mail/
essay/report etc**

2

**Type it up (in
Microsoft Word or
Google Docs)**

3

Book a private class

4

**Get feedback and
correction from
one of our expert
teachers**

How can you make more progress?

Complete the Practise after class activities online.



Review what we have practised today.



<https://learnenglish.britishcouncil.org/business-english/english-for-emails>

After-class speaking session

You can talk about any topic that interests you!

Use these questions as a guide, if needed.

- What kind of team building activities have you tried?
- Do you feel more connected to your colleagues after attending teambuilding events? Why/why not?
- How are teambuilding activities chosen in your workplace? Is this fair, in your opinion?
- What are the financial benefits to an organisation that runs teambuilding activities?
- Should organisations do more teambuilding in general?

For help, contact:

support.englishonline@britishcouncil.org

Dos

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

Don'ts

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

What do you think?

Do you like the new writing lessons?

What did you think of the activities?

What further information do you need?

For more information, write to

support.englishonline@britishcouncil.org



Teacher's Notes

This slide deck was made by James Wilson-Bukowski

Notes

Share your thoughts about the lesson with the next teacher