

A conversation about the best way to write

SPEAKING

LEVEL
Intermediate

NUMBER
EN_BE_2438S

LANGUAGE
English

lingoda

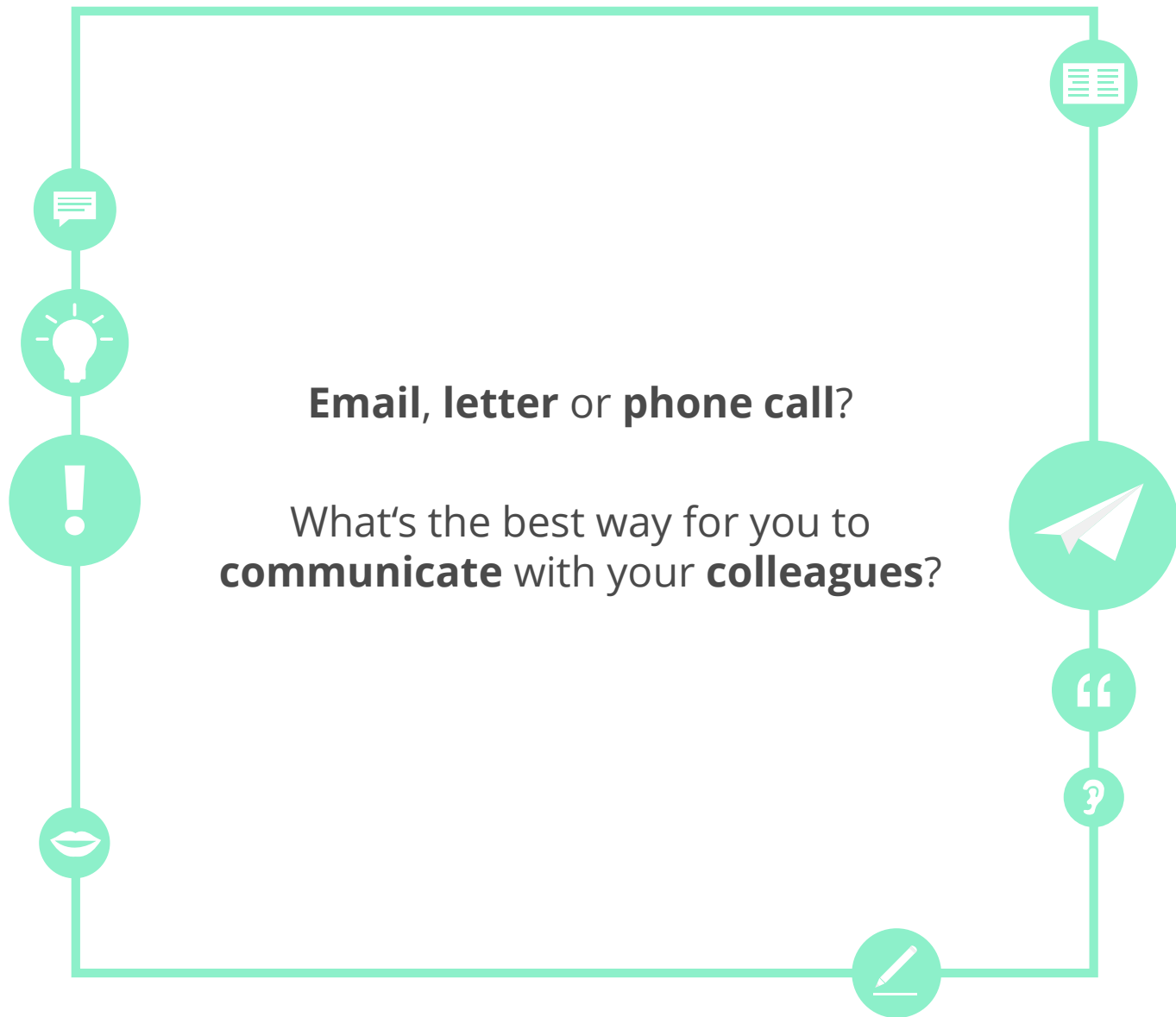




Goals

- Can talk about the best way to write to someone.
- Can discuss the advantages of email over alternative forms of communication.







Preview and warm-up

In this lesson you are going to **review vocabulary** you learnt in this unit and practise **talking** about **emails** and **other** forms of **communication**.



So many **emails**!



Pronunciation

started

needed



Pronunciation

worked

helped



Pronunciation

applied

moved



Pronunciation

started

worked

applied



Pronunciation

started

worked

applied

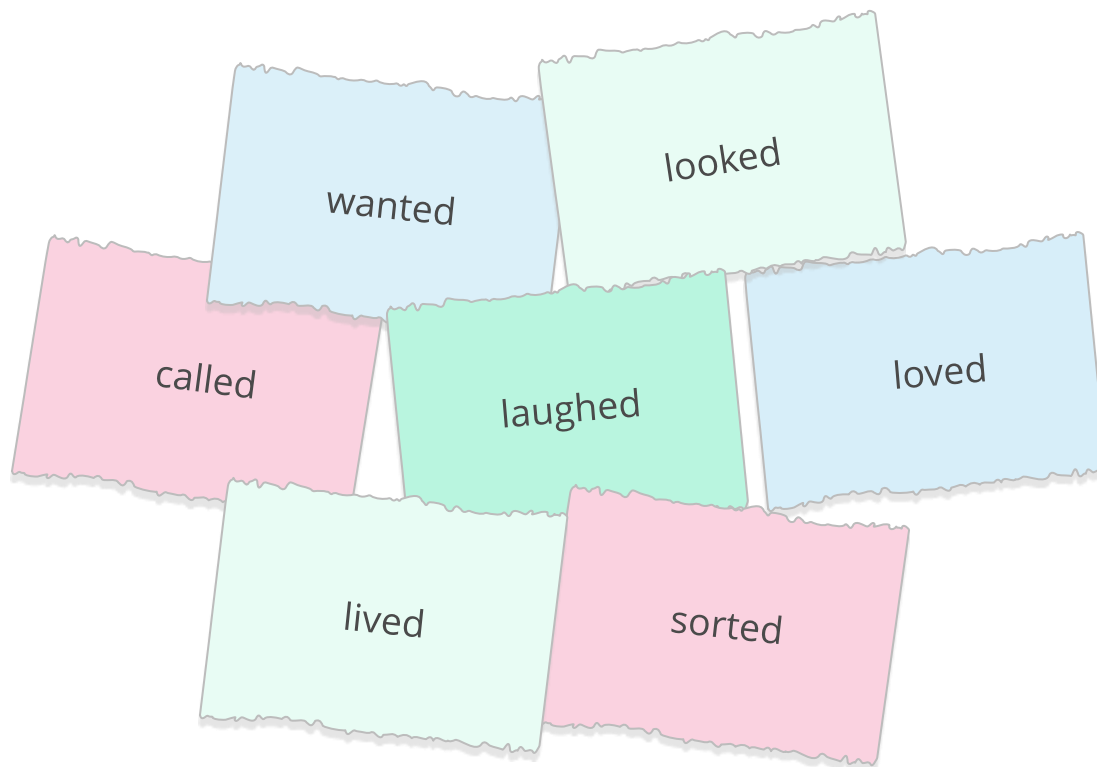
There are **three** different **ways** to **pronounce** **-ed endings**: *id*, *t* and *d*.

Practise the pronunciation of the **-ed endings** with your teacher.



Pronunciation

Practise pronouncing these words. Pay attention to the *-ed* endings.





Vocabulary review

letter

postcard

note

Just a quick
note to...

Dear
Sir/Madam

email

Kind regards



phone



Sentences



My boss often writes **letters** to important clients.

She sometimes writes **notes** to remind her colleagues about something.



I send **postcards** to my children when I'm away on business.



Sentences



He writes about 20 **emails** every day.

We don't **phone** colleagues after 5pm.



Kind regards, Allan.

Just a quick note to tell you I won't be there on Sunday.





Which of these phrases are normally associated with phone calls and which with emails? Can any of them be both?

I'm calling to ask
about...

Dear
Sir/Madam

John speaking

Thanks very
much for your
help

Please find attached

Kind
regards

Hope to hear
from you soon

I'm really excited
to tell you...

See you soon

Just a quick note to...



Speaking

Who do you send emails to most often?

What are your emails usually about?

How many email accounts do you have?

How quickly do you reply to emails?



Email problems

**What kind of problems can you think of related to email?
Discuss with your classmates then make some short notes here.**

spam

dangers





Speaking

Answer these questions with a partner.



When did you last write a **letter**, **note** or **postcard** to someone?

Have you ever had a **letter** get **lost** in the **post**? What happened?



How to write

**How important is formality when you are writing something for work?
How often does someone check your writing when it's important?**





Speaking

Answer these questions about phone calls with your classmates.



1

Do you find it difficult to make phone calls in English? Why or why not?

2

How many phone calls do you receive per day at work?

3

How often do you call your colleagues outside of normal office hours?



Speaking

**How would you choose to communicate in each of these situations?
By email, letter, phone or in another way? Why?**



You need to tell your colleague about a meeting happening in 30 minutes

You want to thank your client for their recent large order from your company

You need to order sandwiches for a lunch meeting your boss is having

You are offering a job to someone you interviewed last week



Speaking

Do you agree or disagree with the sentence below?
Give an example from your work life to support your opinion.

“

We get **too many emails** and **phone calls** at **work** and they stop us from doing our **job**.

”





Advantages and disadvantages

Make notes on some of the advantages and disadvantages of each of these forms of communication. Work with your classmates to share ideas.



Quick
response



Privacy



Emails

Phone calls

Letters



Prepare for a debate

You are going to have a debate with your classmates about the benefits of emails, phone calls and letters. Split into three groups and make some notes about the benefits of one of the three forms of communication. If you are alone, try to make an argument for each.

- **Group 1:** email is the best way to communicate
- **Group 2:** letter is the best way to communicate
- **Group 3:** phone is the best way to communicate





Debate

Now have a debate with your classmates about the best way to communicate. At the end, try to agree on whether email, letters or phone calls are best overall.

Email is the best way to communicate because...



Phone call is the best way to communicate because...



Letter is the best way to communicate because...



I agree with David, phone calls are great because...





Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again



Answer key

Exercise p. 10

id: wanted, sorted, t: laughed, looked, d: called, loved, lived





Unscramble

A

and I can't

too many

I get

Sometimes

work emails

reply to all of
them.

B

when you

Speaking on

is difficult

the phone

English.

are learning



Writing

[illegible]



Homework answer key

Exercise p. 29

- A. Sometimes I get too many work emails and I can't reply to all of them.
- B. Speaking on the phone is difficult when you are learning English.



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