

Teacher notes

Crazy dictation

Language point

Business English - making arrangements on the telephone

Aim

To review language for making arrangements.

To develop listening and pronunciation.

Activity

Students complete a dialogue by dictating sentences across the classroom.

Organization

Pair work.

Preparation

Make enough copies of the activity for the number of pairs in your class.

What do I do?

- 1 Put students into pairs, facing each other across the room.
- 2 Hand out the activity. Give A to one student in each pair, and B to the other.
- 3 Students dictate their half of the dialogue to their partner across the room, until both have completed it.
- 4 Use the dialogue to review language for making arrangements.

A

A: Hello Maria. It's Jane Lowe from Universal Tech in Singapore

B: _____

A: Fine thanks. I'm calling because I'll be in Paris next week and I'd like to meet with you. I want to tell you about our new software.

B: _____

A: How about Wednesday?

B: _____

A: Perfect. It'll be great to see you again. I have a lot to tell you.

B: _____

A: Right. See you then. Bye.

B: _____

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**B**

A: _____

B: Hi Jane. How are you?

A: _____

B: Great. What day would suit you?

A: _____

B: Let me have a look in my diary. Yes, that's fine. Is 10 o'clock ok?

A: _____

B: Fantastic. See you next week then.

A: _____

B: Bye!