

8 Week Teaching Plan for OB IV

Oral Business Level IV

The primary goal of OB IV is to develop the students' ability to communicate in an American business setting. Listening, intelligibility and fluency are practiced through intensive pronunciation practice of business vocabulary and idioms, role playing, discussions, oral presentations, and mock interviews. Students are taken to a local company for a firsthand experience of American business and a chance to use their newfound knowledge of business English.

Texts: ***Speak Business English Like an American*** by Amy Gillett * (photocopies made by teacher or require students to buy it from amazon.com)
Well Said by Linda Grant. ***Market Leader*** by David Cotton, David Flavey, and Simon Kent

Week 1:

General Introduction to Course

- Get-to-know-you activities
 - Let's get acquainted interview (with follow introduction of the partner the next day)
- Pronunciation: Assign Diagnostic Speaking: Speech Profile (comes from Chapter 1 in *Well Said* –plan to meet with students as some point individually -usually week 2 in the afternoon- to discuss their pronunciation/evaluation of the their Speech Profiles)
- **Market Leader**: Unit 6: "Money"
 - Money Quiz
 - The difference between saving and investing
 - Vocabulary: Financial Terms

Week 2:

- Pronunciation:- Make appointments with students to meet outside of class to individually discuss the results of their pronunciation tapes – 20 minutes per student)
- ***Well Said*** :Chapter 2
- ***Market Leader***: Unit 6: "Money"
- Introduce students to Ted Talks (www.ted.com)
- Listening:
 - Note Taking: Ted Talks: Modeling how to take notes.
 - "How to Invest your Money as a Beginner" : Pre- teach vocabulary, and take notes.
- Speaking:
 - Introducing Presentation Tips.
 - ***Speak Business English Like an American*** – Do Lesson 2
 - Constructive criticism

- Individual sign-ups, different student presents a Ted Talk each day, give instant feedback on presentations skills and linguistic aspects
- Investment plan Presentation Guidelines

Week 3:

Pronunciation:

- **Well Said** – Finish Chapter 2
- **Market Leader:** "Money":
 - Describing trends
 - Dealing with figures
- Listening: "How to Invest your Money as a Beginner": listening comprehension quiz
- Speaking:
 - **Speak Business English Like an American** – Do Lesson 7
 - In class Ted Talk presentations
 - Investment plan presentation (Assessment)
- Vocabulary Quiz: "Money" and idioms: lesson 2 and lesson 7
- Pronunciation Quiz: **Well Said**: Chapter 2

Week 4:

- Pronunciation: **Well Said:** Chapter 3
- **Market Leader:** Unit 8: "Human Resources"
 - Employing the right people: Vocabulary
- Listening: "Finding a Job": Pre- teach vocabulary, and take notes.
- Speaking:
 - In- class Ted Talks presentations
 - Introduce *Interview Preparation – 40 Most Common Business Interview Questions*
 - Introduce Job Interview Role Play
 - **Speak Business English Like an American** – Do Lesson 28
 - Introduce Discussion Tasks (class activity)

Week 5:

- Pronunciation: **Well Said:** finish Chapter 3
- **Market leader:** "Human Resources": Characteristics of good employees.
- Listening:
 - "Job Specialist Recruiter": listening comprehension quiz
 - "Job Interview: Do's and Don'ts"
- Speaking:
 - **Speak Business English Like an American** – Do Lesson 29
 - In class ted talks presentations
 - Continue to practice 40 Interview questions

- Job interview role play (Assessment)
- Vocabulary Quiz: “Human Resources” and idioms: lesson 28 and lesson 29
- Pronunciation Quiz: *Well Said* : Chapter 3

Week 6:

- Pronunciation: *Well Said*: finish Chapter 3
- *Market Leader*: Unit 4: “Organizations”
- Company structure
- Listening: “Corporate Culture of Apple”: pre- teach vocabulary and take notes
- Speaking:
- In class Ted Talk presentation
- *Speak Business English Like an American* – Do Lesson 1

Week 7:

- Pronunciation: *Well Said*: finish Chapter 3
- *Market Leader*: - Unit4: “Organization”
- Organization characteristics and descriptions
- Reading: (A Successful Organization)
- Listening: “Corporate Culture of Apple”: Listening comprehension quiz
- Speaking: In class Ted Talk Presentations
- Introduce Entrepreneur Team Project
- Pronunciation quiz: *Well Said* :Chapter 3
- Final Speaking Exam(Job Interview)
- Vocabulary and idioms Quiz: “Organization”, and idioms Lesson 1

Week 8:

- Pronunciation: “Well Said”: Chapter 4
- Speaking: Entrepreneur Team Project presentations
- Listening: Final Listening Exam