

8 WEEK TEACHING PLAN for Advanced Oral Business L/S V

The focus in Advanced Oral Business is improving the speaking and listening skills for the student within a Business context. This class will also focus on individual and group presentations using a variety of styles , oral survey techniques and introduction to the case study approach.

Textbooks: *Market Leader*- Longman

Well Said- Linda Grant (Chapters 5-7 will be covered and additional work on pronunciation)

Additional material used: *Biz Talk* 2 and 'Gadget' handouts

Required: 1 audio tape for weekly speak exercises for the student

3-4 individual presentations for 8 week session; 4-5 pair and or group presentations for 8 weeks depending on days missed for trips or holidays in the session.

NOTE: Weeks 1-4 Warm Up "Dilbert used from current newspapers for vocabulary and class speaking

Weeks 5-7: Students present "Warm Ups" speaking practice

WEEK 1

Diagnostics: Listening exercise and impromptu 2 minute introductory speech (personal bio)

Record for Friday (Spk tape 1) \-*Well Said* Reading #2 and 2. Why student is taking this class

Well Said: Start Chapter 5; stress in Words part 1 : Fill in and turn in p.4 Speech profile

Market Leader: Start Unit 1: Communication

Introduce 'Gadgets' and make out schedule for weekly presentation/s (T and or R)- 10 minute individual presentation + demonstration (if necessary)

WEEK 2

Market Leader: Finish Chapter 1

Well Said: Work on Chapter 5 Spk Tape due Friday

Biz Talk: Lesson 1(Part A) "General Business and Slang" pp. 1-16 (pair dialogues using 8 expressions of vocabulary and pair present original dialogue

Gadget Presentation/s (T and R: 10 minute individual Presentation)

Instructor Workshop on "How to Give Presentations and How to Evaluate Marketing Research Interviews"

* Begin group work on Marketing Survey to be given to all ELI L/S students; Week 2 pair or group makes and pilots ' marketing survey' in AOB class

** Individual Presentation: 'My Favorite Business Person' (5 minutes)

WEEKS

Market Leader: Chapter 2

Well Said: Finish chapter 5 and start chapter 6;

Biz Talk: Chapter 3 "International Trade" pp 55-65 and pair dialogue and presentation Gadget

Presentation/s T and R: 10 minute individual Presentation Special Listening: "Research"

** ELI Pair/Group Presentation of Evaluation of Survey given to ELI students (20- 25 minutes) Taped

WEEK 4

Market Leader: Finish Chapter 2: Introduce case Study Approach; Group presentation of case in class

Market Leader: Start Chapter 3 "Building Relationships"

Well Said: Finish Chapter 6 and Speak Tape on Friday

Biz Talk: Lesson 2.B(Part B) "General Business Slang" pp 29-45.

* Midterm Individual Meetings with students discussing grades and progress(after class appointments) Special Listening

**Team Activity: in class

WEEK5

Market Leader: Finish Chapter 3; Start Chapter 4 " Success"

Movie: "Secret of My Success " Listening and Test

Well Said: Start Chapter 7

Biz Talk: Chapter 9 (Part A) " Management Slang and Jargon" pp 211-224

Gadget Presentation/s

Speak Tape # 5

Impromptu Speech (Instructor Topic (3-4 minutes)

WEEK 6

Market Leader: Finish Chapter 4

Cola Wars listening and "Taste Test exercise"

Well Said: **Finish Chapter 7**

Individual Presentation: "Business I Want to Work For and Why" Taped/ feedback after class

Pronunciation: ED endings practice: Speak Tape #6

Gadget Presentation/s

WEEK 7

Market Leader: Chapter 5: Do and Case Presentation Group Presentation

Pronunciation: TH exercises

Final Speak Tape Exercises

Special Listening

Class Evaluation

Individual Interview (After Class) on progress, L/Speaking skills,

WEEKS

Market Leader: Final Concept Quiz

Final Presentations: Pair presentation: Comparison and Contrast of 2 Like Companies, i.e.. Federal Express vs. DHL or Parcel Post or McDonalds vs. Burger King, etc. done by personal interviews, etc. Aural Michigan Test

NOTE: Market Leader has several listening section in each chapter. Week 2- week 7-Each week one of the Listening Activities is given as a Listening test in addition to special listening activities (not in the book).