Business wikis

Level
Intermediate and above

Tasks
Comparing and discussing job tasks
Matching six short wiki postings with their headings
Reading the postings and summarising the key points
Identifying words in the postings from their definitions
Discussing points arising from the wiki postings

How to use the lesson

1 Write the word 'wikipedia' on the board and ask students to tell you something about it. Have they visited it?

Teacher's notes: Wikipedia, the web-based encyclopedia, is the world's most famous wiki. It is editable by anyone – although some topics cannot be modified.

Hand out the worksheet. After students have discussed their jobs, find out who does what. If appropriate, ask further questions such as: Is it easy to participate in projects at a distance? Are the minutes of meetings always accurate? etc.

2 Ask students to study the wiki page and then match the headings to the postings.

Answers
(1) – (c)   (2) – (f)   (3) – (d)   (4) – (b)   (5) – (e)   (6) – (a)

3 Ask students to read all the postings. Ask them to tell you the uses of wikis and some of the problems connected with them.

4 Ask students to find words in the postings from their definitions.

Answers
(a) – editable   (b) – collaborative   (c) – to set up
(d) – accessible   (e) – to track down   (f) – challenge

5 Ask students to discuss the questions in small groups. Ask one student from each group to report back their group's ideas to the class. Encourage discussion. Finish the lesson with language feedback.

Related websites
Send your students to these websites, or just take a look yourself.
http://en.wikipedia.org/wiki/Wikis
http://www.ebaywiki.com/
http://www.theglobeandmail.com/servlet/story/LAC.20060615.INGRAM15/TPStory/Business
http://www.informationweek.com/story/showArticle.jhtml?articleID=167600331

one stop english
.com
Solutions for English Teaching