

# 16 Things to do

## Overview

Students speak to different people in order to get things done in preparation for a foreign business trip or a trade exhibition. Students practise making requests, insisting and persuading, and saying yes and no politely.

## Preparation

One copy of the worksheet for each pair of students. Cut the worksheet into three.

## Procedure

- 1 Divide the class into pairs and explain that Student A is going on a business trip to give a sales presentation in Paris tomorrow, and Student B is going to man a stand for a holiday company at a trade fair. Ask students to think about the kind of preparations each will have to make. Have a brief class discussion.
- 2 Give pairs the first section of the worksheet with the useful language and quickly revise making requests.
- 3 Hand out the worksheets and ask students to read the instructions and look at their list of things to do. Ask them to think about how they are going to make each request, e.g. whether they need to ask politely or be firm, etc. Answer any questions they have about the items on their list and explain any unfamiliar vocabulary.
- 4 Explain to students that they are going to respond to each of their partner's requests, and that they will have to adopt different roles, e.g. a colleague, a sales assistant, etc. Ask students to look at their roles and the notes they have for responding to the request. Answer any questions they have about the items on their roles and explain any unfamiliar vocabulary.
- 5 When everybody is ready, students act out their situations. Student A makes all his/her requests, then Student B makes all his/her requests. Monitor the roleplays, helping with vocabulary as necessary.