

Teach Business English Module 1 Worksheet

Questions	Answers
<p>1) Note some probable differences in motivation and attitudes between general English students and students of English for business:</p>	
<p>2) List the different learning styles that you could encounter:</p>	
<p>3) What are the key qualities needed by business English trainers?</p>	
<p>4) To help you identify the gaps in your knowledge, rate these topics from the business world by marking the items below on a scale of 1 – 10 (1 = little or no knowledge: 10 = in-depth knowledge):</p>	

<ul style="list-style-type: none">• Finance/banking/accountancy/taxation• Company structure• Administration/communications' systems/human resources• Information and computer technology• Marketing/advertising/retailing• Legal issues/employees' rights/employment law. <p>5) What would you consider desirable features of a business English training room?</p> <p>6) Describe how you would gather the information needed to plan a course:</p> <p>7) List some language exponents you would each to help clients:</p> <ul style="list-style-type: none">• describe the company's structure(speaking, reading and writing)• describe a typical working day/week/month	
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<p>(speaking, reading and writing)</p> <ul style="list-style-type: none">• describe the company's culture (speaking, reading and writing) • describe the company's products/services (speaking, reading and writing) • describe the premises (speaking). <p>8) Why is it important to understand the role of culture in business English training?</p> <p>9) What elements combine to make communication effective?</p> <p>10) List some sources of business English training materials.</p>	
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11) What styles of teaching are not appropriate to business English training?	
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