**students**

**Worksheet for Pre-Task**

**Discussion worksheet**

 **Look at the different reasons people use their mobile phones in the first**

 **column:**

|  |  |  |
| --- | --- | --- |
| **Reasons people use phones** | **Reasons you use****your mobile phone** | **Reasons your partner use mobile phone** |
| **To let their people know where they are** |  |  |
| **To chat with someone** |  |  |
| **As a clock** |  |  |
| **To play games** |  |  |
| **Just to say hello** |  |  |
| **To arrange to meet friends** |  |  |
| **To find out about the cinema or football results** |  |  |

 **• Number the empty boxes 1- 7 with 1 being the most frequent reason**

 **you use your mobile phone.**

 **• Fill in third column the reasons your partner use his/her mobile phone.**

 **Please share your opinions!**

**students**

**Worksheet for Task-Realization**

**Role-plays : Telephone skills**

**★ Phone Call #1**

 **•** Who are the two callers?

 **•** What is the purpose of the phone call?

 **•** How does the phone call end?

**★ Phone Call #2**

 **•** Who are the two callers?

 **•** What is the purpose of the phone call?

 **•** How does the phone call end?

**★ Phone Call #3**

 **•** Who are the two callers?

 **•** What is the purpose of the phone call?

 **•** How does the phone call end?

**★ Phone Call #4**

 **•** Who are the two callers?

 **•** What is the purpose of the phone call?

 **•** How does the phone call end?

 **★ List any useful telephone expressions you hear:**

**students**

**Worksheet for Post-Task**

**Telephone tips**

**1. Speak slowly and clearly**

 - cannot see the person

 - clear pronunciation

 - Pay special attention to your weak areas (such as "r's" and "l's" or "b's" and "v's")

**2. Make sure you understand the other speaker**

 - Don't pretend to understand everything

 - repeat and confirm information from time to time

 - Learn the appropriate expressions

 - Don't be afraid to remind the person to slow down more than once

**3. Practice with a friend**

 - Practice talking on the phone

 - Try to talk for at least fifteen minutes

 - Practice by setting two chairs up back to back

**4.Use businesses and recordings**

 - Listen to recorded messages

 - Write down what you hear the first time, and then call back and check if your notes are

 accurate

 - Use the phone in your everyday life

**5.Learn telephone etiquette (manners)**

- Learn how to answer the phone and say goodbye in a polite manner

**6.Practise dates and numbers**

 - Practice saying dates and numbers aloud

 - English Phonetic Spelling

 **Only teacher**

**Worksheet for Task-prep.**

**Fine your partner**

|  |
| --- |
| **A : May I please speak to Jerry?** |
| **B : He's not here right now. May I take a message?** |
| **A : I'd like to make a reservation.** |
| **B : For how many people?** |
| **A : Is this the Animal Defense League?** |
| **B : The Animal...what? Sorry, I think you have the wrong number.**  |
| **A : May I please speak to Maria Lee in Accounting?**  |
| **B : She just stepped out for a minute.** **Can I have her call you back?**  |
| **A : I'd like to place an order for 500 red pens.** |
| **B : Sorry, we're out of red.** **We should be getting more in next week.**  |

 **• Cut up the dialogues and share one pieces per student.**

 **• Let students walk around the room and find the missing half of their exchange**

 **• A pair of students will do next activity as well.**

**Only teacher**

**Worksheet for Task-Realization**

**Role-play cards**

|  |  |
| --- | --- |
| A: You are calling your friend Ken. You want to invite him to a party this Friday. | B: You answer the phone. The person on the other end of the line wants to speak to Ken. You don't know anyone named Ken. |
| A: You want to reserve a table for five at a restaurant called the Slanted Door. Call the restaurant and make a reservation for 8:00 this Saturday. | B: You work at a restaurant called the Slanted Door. Answer the phone. (The restaurant is completely booked for Friday and Saturday nights this week.) |
| A : You want to go shopping on Saturday at the shopping centre. | B : You don`t have any appointments on Saturday. |
| A : You want to cancel the appointment with your friend because your grandma is coming for dinner. | B : You answer the phone. |
| A : You`ve been waiting for your friend in cafe for an hour. | B : You are on the way to the cafe, but there is a traffic jam. |

 **• Cut the cards into strips and hand out a piece of each pair.**

 **• Give 5 mins to prepare dialogues**

 **• Allow students to write a draft of your telephone conversation but don’t**

 **write every word, just an outline of what they`re going to say**

**SOS activity**

**Dialogue reconstruction**

**students**

 **•** In pairs put the pieces of paper into the correct order.

|  |
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|  |

**★ Questions**

 • What is the relationship between the two people?

 • what is the main reason for the telephone call?

 • Practice reading the dialogue in your pairs.

**Only teacher**

**SOS activity**

**Dialogue reconstruction**

|  |
| --- |
| **“Hello”** |
| **“Hi Sophie, it’s Justin.”** |
| **“Hi. How are you?”** |
| **“Fine thanks. Listen I haven’t got long because I’ve got a math class in a minute. I just wanted to see if you are still coming tonight.”** |
| **“I’m not sure. I think my mom wants me to stay in tonight. We’re going to my aunt’s house tomorrow and we have to leave really early.”** |
| **“Why, where does she live?”** |
| **“Miles away!”** |
| **“Well, what about if you came early and then my dad could give you a lift home at about ten. Most people are coming around seven anyway and it would be cool if you came.”** |
| **“Ok well, let me speak to my mum and I’ll text you later.”** |
| **“Ok, cool.”** |
| **“See you later.”** |
| **“Yeah, bye.”** |

**• Copy this 6 sheets**

• **Cut up the sentences into strips and share pieces per pairs.**

**• Prepare 6 glues to attach sentences**