Crazy dictation

Language point
Business English - making arrangements on the telephone

Aim
To review language for making arrangements.
To develop listening and pronunciation.

Activity
Students complete a dialogue by dictating sentences across the classroom.

What do I do?
1. Put students into pairs, facing each other across the room.
2. Hand out the activity. Give A to one student in each pair, and B to the other.
3. Students dictate their half of the dialogue to their partner across the room, until both have completed it.
4. Use the dialogue to review language for making arrangements.

Organization
Pair work.

Preparation
Make enough copies of the activity for the number of pairs in your class.
A

A: Hello Maria. It's Jane Lowe from Universal Tech in Singapore.
B: __________________________
A: Fine thanks. I'm calling because I'll be in Paris next week and I'd like to meet with you. I want to tell you about our new software.
B: __________________________
A: How about Wednesday?
B: __________________________
A: Perfect. It'll be great to see you again. I have a lot to tell you.
B: __________________________
A: Right. See you then. Bye.
B: __________________________

B

A: __________________________
B: Hi Jane. How are you?
A: __________________________
B: Great. What day would suit you?
A: __________________________
B: Let me have a look in my diary. Yes, that's fine. Is 10 o'clock ok?
A: __________________________
B: Fantastic. See you next week then.
A: __________________________
B: Bye!