



Splendid
SPEAKING

LANGUAGE

Topic vocabulary

To make conversation
To get by in a language
To make yourself understood
To be bilingual/multilingual
Native/Non-native speaker
To master another language
Communication breakdown
To overcome communication barriers
To get an insight into another culture
To broaden cultural understanding
Cross-cultural communication
Cultural sensitivity
To increase job opportunities
To improve your career prospects
To have/give you a competitive edge
To conduct business
Personal gratification
To expand your mind
To broaden your horizons
To form friendships
To enrich your knowledge

RECORDING

Listen to Victoria talking on a similar subject. See the March archives (**Interview 17**) at:
splendid-speaking.com

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Improving your communication skills and confidence in English

www.splendid-speaking.com

**SUPPORTING
THIS TASK**

The Splendid Speaking Course
Volume 2 Unit 4 'Captivate Your Audience'
Splendid Expressions
'Learning'

Unit 17: Languages for Business

Task: Presentation (2-3 minutes)

1. **Introduction:** Read the following extract from a company memo:

To: Training Department
From: Staff Development Manager
Subject: A presentation

I need someone to come to our next staff training event and do a short talk on the importance of being able to speak a second language. It's important for our business if we are to stay competitive but people I'm sure will benefit in many ways from being able to speak another language.
Could you send someone along?

2. **Planning:** Decide on three reasons for studying a second language and use these as the basis for the organisation of your talk. For example:
For travel | For work | For personal development
3. **Task focus:** Make your message more powerful by using a current news story you have heard about that sums up the importance of speaking more than one language. However, remember this is a short talk so keep it brief!
4. **Language:** Tick any of the vocabulary on the left to use in your talk.

Task: Discussion (15 minutes)

If you were advising a business colleague on taking a language course would you recommend studying in an English speaking country or would they benefit more from studying in their own country? What are the advantages and disadvantages of either choice?

Work in pairs and share your ideas. Focus on practising your fluency skills. Before you start, download our 'Grading Sheet' from Splendid Speaking:
www.splendid-speaking.com/products/task_sheets/grade.html

Read the section 'Interactive Spoken Discourse' before beginning your discussion and with your partner aim to achieve a grade 2 or 3.