

Needs Analysis- Extended Speaking and Instant Practice

Think of **one, real (specific/ particular, past, present or future)** situation in your life where you have to use English such as a situation below. Describe that situation to your partner in as much detail as you can, then they will ask you questions about it.

A challenging A common A daily A disastrous A memorable A recent A regular A semi-annual A successful A tricky A typical A weekly An annual An important An unsuccessful An upcoming An urgent The last/ next	English conversation English document English email English interview English meeting English networking event English online discussion English phone call English presentation English report English Skype call English small talk English social situation English speech English teleconference training in English English videoconference workshop in English	that I (will) attend/ (have) attended that I (will) have/ had/ (have) had that I (will) make/ (have) made that I (will) read/ (have) read that I (will) receive/ (have) received that I (will) take/ have taken part in that I (will) write/ wrote/ have written
A person who	I email/ (have) emailed emails/ (has) emailed me I (will) speak/ have spoken to I (will) meet/ (have) met	recently last – next occasionally/ sometimes/ regularly

Suggested questions after listening

- Did you find it...?
- Did you think about...?
- Did you try to...?
- Did you/ he/ she understand...?
- How did you/ he/ she respond to...?
- How did you/ he/ she feel about...?
- How did... start/ end?
- How difficult was it to...?
- How often do you...?
- If it happened again, would you...?
- Was it (very)... (for you/ for him/ for her)?
- When did you/ he/ she first/ last...?
- Who started/ ended...?
- Why didn't you/ they...?

Useful language/ Suggested sub-topics

Situations

- going out for drinks
- job interview
- (regular/ town hall) meeting
- product launch
- trade fair/ trade show/ conference

People

- acquaintance
- auditor
- (direct) boss/ (line/ middle/ top) manager/ executive/ director
- colleague (= workmate/ co-worker)
- customer/ client
- fellow guest/ fellow passenger/ fellow...
- friend
- help desk staff
- neighbour
- PA/ secretary
- people in other branches/ departments/ divisions/ sections/ teams
- receptionist
- sales rep/ supplier/ vendor
- shop assistant
- someone from the Netherlands/ The Philippines/ Belgium/ The Czech Republic/...
- stranger (e.g. passer-by)
- subcontractors
- temp staff
- the authorities (civil servants, politicians, etc)
- the general public
- visitor

Documents

- agenda
- cover letter
- CV/ résumé
- (application/ online) form
- job references
- memo(random)
- minutes
- (feedback) questionnaire

Kinds of language/ Kinds of communication

- (polite) negative replies
- active listening/ listening sympathetically
- advice/ recommendations/ feedback
- apology
- asking for payment
- asking for permission
- booking/ making reservations

- checking progress
- checking/ confirming/ clarifying
- command/ instructions/ reminder/ demanding action
- complaint
- describing (products/ services, company, job, figures/ trends, etc)
- directions on how to get somewhere
- enquiry
- giving bad news
- giving good news
- introducing other people
- introducing yourself
- invitations
- making arrangements (fixing meetings, etc)
- meeting people (for the first time/ again)
- negotiating
- networking (being a host, being a guest, etc)
- offer
- purchasing/ ordering products
- request
- rescheduling
- selling
- sending attachments/ discussing topics
- thanking

Formality

- (very) formal
- medium formality
- (fairly/ very) informal/ casual/ friendly

Difficulties

- accent/ pronunciation
- accuracy/ errors
- cultural differences
- fluency
- politeness/ level of formality
- speed
- thinking time/ silence
- turn taking/ interrupting

Ask about any words above you don't understand or have questions about doing in English, each time sharing your experiences.

Which of the things above are priorities for you?

Describe one situation using English that you'd like to practise, e.g. something you often do in English, have particular problems doing, will have to do soon, or often do in your job and might have to do in English. It can be one of the situations you described before or something different. Describe it in as much detail as you can, including who the other

*person is, and then roleplay that situation with your partner, from the very beginning to the very end, with **you as yourself and your partner taking the role of the other person**. If it is written communication (email exchange etc), just take turns saying what you would write, including absolutely everything you would write (names, greetings, etc).*

How did you start and finish those exchanges? What other language can be used to start and finish that kind of communication?

Which of the things mentioned in today's lesson do you most need to improve?

How can you improve those things outside class?

Share your experiences of learning English (inside and outside of class):

- Conversation exchange
- English club/ Study group
- Grammar practice
- Language learning app(lication)
- Language learning games
- Learning idioms/ idiomatic language
- Learning things by heart
- Listening practice
- Movies
- Music
- Podcasts
- Preparing before using English
- Pronunciation practice
- Radio
- Reading practice
- Recording your own voice
- Self-study book
- Skype lessons
- Social media
- Speaking to strangers
- The phonemic script
- Translation
- TV programmes
- Using a dictionary
- Using a digital voice recorder
- Using English abroad (= overseas = in foreign countries)
- Vocabulary practice
- Websites
- Writing practice