

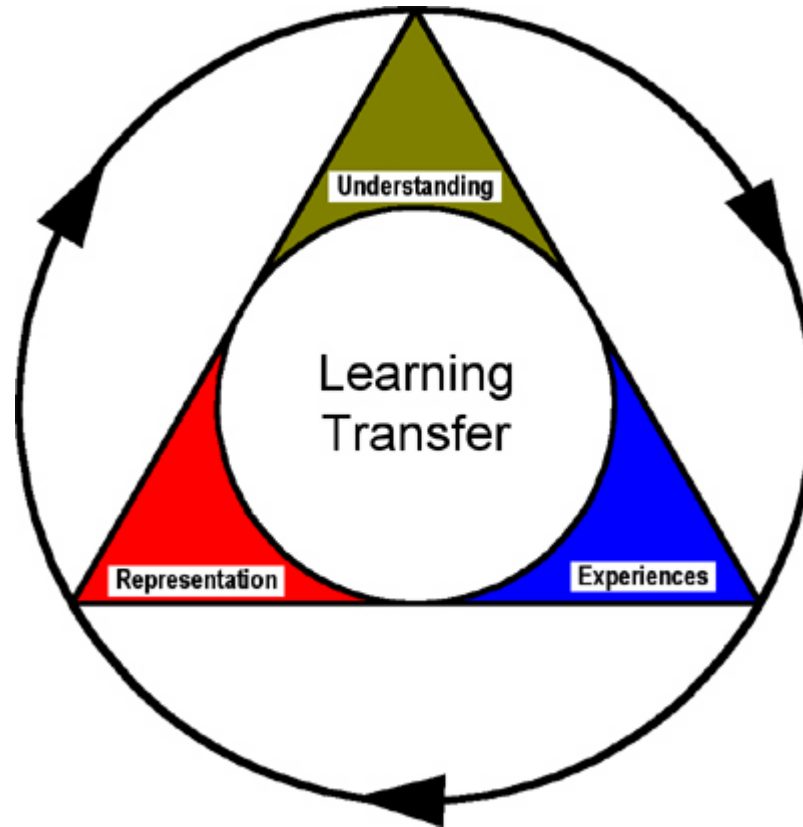


*Welcome to the world of learning*

**Cornelsen**

# ESP training: what's the problem?

- What kind of ESP do you teach?



- What are your learners' strengths?

- What are your learners' weaknesses?

- How do you help them?

# Action Packs inspiration: Cornelsen Short Course series

- **General business skills:** emailing, telephoning, presenting, meetings, negotiating, socializing
- **Specialist company skills:** human resources (personnel), marketing and advertising, sales and purchasing, customer care (service centre/ call centre/ hotline)
- **Professional specialisation:** accounting (accountant, tax/financial advisor), real estate (estate agent, property developer/financier), legal professionals (paralegals, lawyers)
- **Industrial specialisation:** automobiles, energy, pharmaceuticals

# Action Packs: lively resource packs for ESP trainers

English for Legal Professionals

Board Game

Action Pack SHORT COURSE SERIES

30 <b>Task</b> Create a sentence: if / creditors / have / confidence / company's / ability / pay / they / not / postponed / court	31 <b>Task</b> Move forward two spaces!	32 <b>Task</b> Make it tentative! In my opinion, the board will definitely find that figure too high.	33 <b>Task</b> Miss a turn!
29 <b>Task</b> Explain in detail how contracts with suppliers can represent a risk.	28 <b>Unscramble:</b> he / at no time / made / was / of / aware / circumstances / the / signed / when / he / contract / the	27 <b>Task</b> What is it? A decision agreed by shareholders at a formal meeting.	26 <b>Task</b> Come up with eight verbs to use with a meeting in 30 seconds.
20 <b>Task</b> Come up with six verbs to use with approval in 20 seconds.	21 <b>Task</b> What is it? Another word for to agree and agreement.	22 <b>Task</b> Trade places with your partner	23 <b>Unscramble:</b> does / across / one / seldom / an / less / contract / come / employment / many / as / likely / this / as
19 <b>Task</b> What is it? A type of creditor in the case of insolvency, e.g. employee	18 <b>Task</b> What's a synonym for dissolve a company?	17 <b>Task</b> Create a sentence: I / attach / amendments / your contract / suggest / at / meeting	16 <b>Task</b> Come up with six verbs to use with an agreement in 20 seconds.
10 <b>Task</b> Go back one space	11 <b>Task</b> You _____ a right if you no longer wish to make use of it.	12 <b>Task</b> What phrasal verb describes obtaining money from an existing source?	14 <b>Task</b> Create a sentence: I / not / think / allow / yourself / be / liable / unlimited sums
9 <b>Task</b> A liquidator is said to _____ an asset if they sell it to pay creditors.	8 <b>Task</b> Come up with three synonymous phrases for You ought to change the objects clause in 20 seconds.	13 <b>Task</b> What is it? A violation of an intellectual property right.	15 <b>Task</b> If you act in accordance with a contract, then you _____ with it.
<b>Preamble</b>	7 <b>Task</b> What is it? Factors which may prevent you from fulfilling a contract which are beyond your control.	6 <b>Task</b> Go back to the start	5 <b>Task</b> Describe what articles of association are in 30 seconds.
	1 <b>Task</b> You _____ a provision in a contract if you want to base your case on it.	2 <b>Task</b> What's the legal word for to found a company?	

© 2009 Cornelsen Verlag, Berlin. Alle Rechte vorbehalten.

Page 1 of 4

English for Meetings

Action Pack SHORT COURSE SERIES

All Nine Squares

Unit 2


© 2009 Cornelsen Verlag, Berlin. Alle Rechte vorbehalten.

Page 1 of 2

English for the Energy Industry

Action Pack SHORT COURSE SERIES

Sentence auction

Correct the mistakes

1 I'd like to have some informations about new equipment and technology to protect the environment.	Bid (€1,500 total)
2 Sorry, I am not catching that. Can you repeat that, please?	
3 Do you mind repeating the part about ELEC's views on wind generation?	
4 I feel that coal and lignite are the most reliable fuels. How is your opinion?	
5 The graph shows that there has been a 00% increase last year.	
6 May I suggest we meet to discuss this unfortunate state of affairs. I look forward to hear from you soon.	
7 I would appreciate it if you can inform me about any other issues you would like to discuss during the meeting.	
8 If you have any questions, I answer them at the end of my presentation.	
9 Many harmful gases become emitted from power stations.	
10 I like you to now look at this slide, which shows a diagram of a pressurized water reactor and its operation.	

© 2009 Cornelsen Verlag, Berlin. Alle Rechte vorbehalten.

Page 1 of 3

# Action Packs: what do you get?

## Unit activities:

- roll and tell
- scrambled dialogue
- all nine squares
- info-gaps, simulations
- scrambled dialogues, e-mails, letters, presentations etc.
- guessing games
- card matching (e.g. collocations)

# Action Packs: what do you get?

**Special activities for use towards the end or with advanced learners:**

- board game
- glossary puzzle
- sentence auction
- quiz show

# Action Packs: what do you get?

Top-quality and easily digestible teacher's notes

English for Accounting		Action Pack		SHORT COURSE SERIES
				<b>Trainer's notes</b> For use at the end of the coursebook
<b>Sentence Auction</b>				
<b>Aim</b>				
To review important lexical items and common grammar pitfalls				
<b>What</b>				
Correcting mistakes and expressing confidence in the corrections by bidding for them at auction				
<b>When</b>				
At the end of the coursebook				
<b>Interaction</b>				
Group work or pair work				
<b>1:1</b>				
The student corrects the sentences and rates their confidence level in the corrections: 1 for low confidence and so on. Go over each sentence, concentrating on the sentences where the student expressed lower confidence.				
<b>With what</b>				
One worksheet per student				
<b>Here's how (30 minutes)</b>				
<ol style="list-style-type: none"><li>1 Pre-teach <i>auction</i> by referring to ebay or other well-known examples of auctions.</li><li>2 Divide your students into pairs or small groups and ask them to work together to correct the mistakes in the sentences. Do not correct your students at this stage.</li><li>3 Explain the rules of the auction. Each pair or group has a total of €1,500 to spend. Their goal is to buy as many correct sentences as possible by bidding in increments of 50 or 100.</li><li>4 Carry out the auction until all the sentences have been sold. The students should keep a note of how much they have spent in the right-hand column of their worksheet.</li><li>5 Go over the sentences as a whole class. Ask the groups which won each sentence to write their correction on the board. If it is grammatically correct, they keep the sentence. If it is incorrect, they lose it. The group with the most sentences at the end wins. Correct any sentences the students found difficult offering further examples of the structure from the correction summary.</li></ol>				
<b>Self-access</b>				
Set the students the task of creating index cards to help them avoid making the mistakes in this activity. They should copy a sentence containing a mistake onto a card (one per card), put a line through it and write the correct sentence underneath. On the other side of the card, they should collect different examples of the correct form as they encounter it.				

# Action Packs: how you get them?

<http://www.cornelsen.de/shortcourses>

www.cornelsen.de  
**Cornelsen** [Zur Startseite](#) [Kontakt](#) [Impressum](#)



**Jetzt mit Action Packs für 14 Titel**

**SHORT COURSE SERIES**

**Business Skills**  
Die Short Courses bieten sechs Titel zu Business Skills wie Telefonieren, E-Mails schreiben, Verhandeln oder "socializing". Sie sind für Business-Trainer, die in kürzester Zeit diese Fertigkeiten für den Arbeitsplatz vermitteln möchten.



Bitte wählen Sie

[Zur Übersicht](#)

**English for Special Purposes**  
Die Short Courses bieten neun Titel zu ESP-Themen wie Rechnungswesen, die Energieindustrie, die Immobilienwelt oder Kundenpflege. Sie sind für Business-Trainer, die in kürzester Zeit die Fachsprache einer internationalen Berufssparte unterrichten müssen.



Bitte wählen Sie

[Zur Übersicht](#)



*Thank you for your attention.*

**Cornelsen**