

Linguaskill Business Lesson Plans

Writing Lesson 1

Description

This lesson prepares learners for the Linguaskill Business Part 2 Writing task. Learners are introduced to the task requirements and are given guidance on how to complete this task. They practise language for outlining aims and making recommendations. The topic of the lesson is company pay policies.

Teacher's Notes

Aims of the lesson	<ul style="list-style-type: none"> to present and practise vocabulary for talking about earning money to present and practise language for outlining aims and making recommendations to raise awareness of the requirements of the Linguaskill Business Writing task to develop techniques and strategies for this task type based on practice of a sample task.
Time required	50-60 minutes
Level	Suitable for B1-B2
Materials required	<ul style="list-style-type: none"> Student's Worksheet 1: Money vocabulary Student's Worksheet 2: Linguaskill Business Writing – sample task (pay policy) Student's Worksheet 3: Report writing – language for opening and closing paragraphs

Procedure

- Write on the board *Reasons why people work*. Give learners one or two minutes to write down some ideas, then compare with a partner. As a whole group, ask for some of their ideas and make a list on the board. Expect someone to suggest *money*, if not, elicit this idea and ask whether they think this is the number one reason to work.
- Tell learners that they are going to look at words related to money and earning money. Give them a copy of **Student's Worksheet 1** and ask learners to complete the task on their own first, before checking with a partner. In feedback, discuss words with similar meaning, i.e. *pay/salary/wages/earnings/ make/earn money*
- Ask learners how companies decide on employees' earnings? Brainstorm some ideas and elicit, if necessary, the idea and vocabulary for *performance-related pay*. Check understanding. Divide the class in half. Ask one half to think from the perspective of employers, and the other half as employees. Give them two or three minutes to talk with someone in their group about the pros and cons of performance-related pay. Learners then pair up with someone from the other group and compare ideas. In feedback, discuss who they think benefits most from this kind of pay policy. Also ask if they can think of anything that might make a performance-related pay policy difficult to manage.

4. Now give learners a copy of **Student's Worksheet 2** (folded, so they can only see the top half) with a sample Linguaskill Business Writing Task. Ask learners to read the task and tell you how it is connected to what they have done so far during this lesson. [**KEY:** the task is about earning money at work; the topic of the task is performance-related pay; the task focuses on how a performance-related pay policy may affect the company and the staff and also what challenges it might bring]. Now ask learners to work in pairs. One learner continues looking at the sample task, the other learner unfolds **Student's Worksheet 2** and looks at the questions about the task. The second learner asks their partner to read the task and give the answers. When they have finished, they both look at the full worksheet and check they have the correct information.
5. Write *reports* on the board and ask learners to suggest common features of a report. Create a mind map on the board of the key features: *formal register; a title; separate paragraphs with sub-headings; opening paragraph with aims clearly stated; clear conclusion - recommendations*, etc.
6. Tell learners they are going to focus on useful expressions for the opening and closing paragraphs of a report. Learning fixed expressions like this will help them to structure their reports. Give learners a copy of **Student's Worksheet 3**. Learners work with a partner to complete the two exercises. In feedback, draw learners' attention to the vocabulary and structures that form these expressions.
7. Learners now have an opportunity to use the ideas and language from this lesson to practise writing. Divide learners into three groups. Ask each group to focus on one aspect of the sample task: *motivation, recruitment* and *measuring performance*. Learners spend five minutes writing two or three sentences about these points in the context of performance-related pay. Monitor while learners are writing to support with language and note some examples to discuss in feedback.
8. If space allows, display the completed sentences on the walls of the classroom or on desks in the middle of the classroom so that learners can read the different comments. For homework, learners can use the language and ideas from the lesson to write their own response to the task.
9. Finish the lesson by asking learners to discuss other ways companies can improve motivation for staff.

Student's Worksheet 1

Money vocabulary

Complete the sentences about money and work. You need to write one word in each gap. The first letter is given for you.

1. The main reason why people work it to **e**_____ money.
2. Average **e**_____ for skilled workers are not as high as they were last year.
3. The **s**_____ offered by the company was not very attractive.
4. Our company offers us an annual **b**_____ if sales are good.
5. To encourage workers to work harder, some companies may offer financial **i**_____.
6. We are pleased to announce that staff will receive a 5% pay **i**_____ in the next financial year.
7. The company made huge **p**_____ last year, so they have agreed to offer all staff a pay **r**_____.
8. His annual **i**_____ is not enough to cover all of his expenses.
9. They received **p**_____ for working overtime.

KEY

1. The main reason why people work it to **earn** money.
2. Average **earnings** for skilled workers are not as high as they were last year.
3. The **salary** offered by the company was not very attractive.
4. Our company offers us an annual **bonus** if sales are good.
5. To encourage workers to work harder, some companies may offer financial **incentives**.
6. We are pleased to announce that staff will receive a 5% pay **increase** in the next financial year.
7. The company made huge **profits** last year, so they have agreed to offer all staff a pay **rise**.
8. His annual **income** is not enough to cover all of his expenses.
9. They received **payment** for working overtime.

Student's Worksheet 2

Linguaskill Business Part 2 Writing – sample task (pay policy)

Read the sample Linguaskill Business Part 2 Writing task.

Underline the information which is connected to the activities you have done in the lesson so far.

As part of an extensive review of its pay policies, the company you work for is considering whether each employee's pay should be based on that person's performance at work. The head of the working group leading this review has asked you to write a report on how basing earnings on performance would affect your department.

Write a **report** for the head of the working group. **Discuss** the potential benefits and issues for your department of basing earnings on performance, and **make recommendations**.

Here are some points you may wish to consider in your report:

- how performance-related pay might affect motivation and recruitment
- what challenges there might be with measuring performance
- whether this policy should be introduced, and if so, how.

You can also include any other ideas you think are relevant.

Write **at least 250 words**. Use your own words as far as possible.

You have 40 minutes for this task.

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Work with your partner to answer these questions about the Linguaskill Business Writing task type.

1. What do you have to write?
2. Who are you writing for?
3. What points must you include?
4. Are there any optional points?
5. How much do you need to write?
6. How long do you have to write?

KEY

1. A report
2. For the head of the working group
3. The potential benefits and issues for the department on introducing performance-related pay. / Recommendations
4. The task says there are some points you may wish to consider (The potential impact of performance-related pay on motivation and recruitment. / Potential challenges with measuring performance. / Whether and how to introduce the policy). However, learners are advised to use these as guidance of what they should include, in order to give a full answer.
5. 250 words
6. 40 minutes

Student's Worksheet 3

Report writing – language for opening and closing paragraphs

Exercise 1

The expressions below can be used at the start of a report to introduce its aims. Complete the gaps with words from the box. Some of the expressions can be completed with more than one word from the box.

outline	aim	objective	based	purpose	aims	consider
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1. The _____ of this report is to discuss the pay policy.
2. This report is _____ on a review of the proposed change.
3. This report _____ to discuss the pay policy.
4. This report will _____ the proposed changes, before discussing them in more detail.
5. In this report, I will _____ the advantages and disadvantages of the proposed change.

Exercise 2

The expressions below can be used in the conclusion of a report to summarise the discussion and make recommendations.

Decide which form of the verb *introduce* is needed to complete each expression.

1. I would recommend that we _____ this policy.
2. We could consider _____ this policy.
3. It would be advisable _____ this policy.

4. I would recommend _____ this policy.
5. In conclusion, I believe _____ this policy would be a positive step.
6. To conclude, _____ this policy would benefit the company.
7. For the reasons stated, my recommendation is _____ this policy.

KEY

Exercise 1

1. The **aim / objective / purpose** of this report is to discuss the pay policy.
2. This report is **based** on a review of the proposed change.
3. This report **aims** to discuss the pay policy.
4. This report will **outline** the proposed changes, before discussing them in more detail.
5. In this report, I will **consider / outline** the advantages and disadvantages of the proposed change.

Exercise 2

1. I would recommend that we **introduce** this policy.
2. We could consider **introducing** this policy.
3. It would be advisable **to introduce** this policy.
4. I would recommend **introducing** this policy.
5. In conclusion, I believe **introducing** this policy would be a positive step.
6. To conclude, **introducing** this policy would benefit the company.
7. For the reasons stated, my recommendation is **to introduce** this policy.