

## Appendices

### Appendix A: English for International Business

#### Presentation sessions

This class aims to

- improve understanding and use of contemporary business English
- develop oral/aural skills for presentation, discussion and negotiation
- provide focused feedback on language errors to improve oral skills

Students will

- participate in oral activities to improve fluency and speaking skills
- receive input and feedback on language form in context
- give group slideshow presentations (PowerPoint) on current affairs topics

#### Discussion sessions

This class will function in tandem with the English for International Business class, with the same goals of improving understanding and use of contemporary oral language in international business contexts.

Students will

- participate in oral activities to improve fluency and speaking skills
- prepare presentation topics to be presented in the presentation class
- use Web 2.0 tools (wikispaces, slideshare) to collaborate in team projects

#### Presentation class

##### ***Presentations***

In teams of 4 or 5 students, you should prepare a 12-15 minute presentation using slides (e.g., PowerPoint).

*Topic:* An issue in current international affairs (political, economic, environmental)

*Resources:* Use at least three web-based resources - a video resource, an audio source, and a written text.

*Orientation:* Choose an issue in your topic and take a position on this issue.

All team members should work together on the presentation, and each member must speak.

You will make a wiki to save links and preparatory work for this presentation.

Your presentation will be recorded for feedback, and you can synchronise this recording with your slides to upload to your wiki.

Below are suggested topics and their links to resources. You may also propose an alternative, but please show your topic and resources to your teacher for approval.

##### ***Audience***

1. Chair:

This person will introduce the speakers before they give their presentation.

If you want to do a good job, you should contact the speakers before class (in person or by e-mail) to get a couple of details on each person. Look at the wiki to get an idea of the topic.

2. Secretaries:

Two people will take minutes for the presentation and discussion, and write up a report together after class.

Check the team's wiki to make sure you know the key words for the topic of the presentation.

Write up your summary and post it to this wiki.

3. Coaches:

Three people will make notes during the presentation and discussion on

- communication: body language, fluency, overall effect
- slides: intelligibility, aesthetics
- arguments: cogency, coherence, pertinence

They will write three positive comments, and find at least one aspect to improve, and post these to the wiki.

4. Members of the audience:

Everyone who does not have a role will ask a question during or after the presentation. Your questions may be friendly or challenging, and should be directed to a specific speaker.

##### ***Topics***

1. Global Warming - whose fault is it anyway?
2. 2016 Olympics - did Rio de Janeiro really deserve to win the bid?
3. Globalisation
4. Charity work - more harm than good?
5. Would women have helped avert the Wall Street Crash?
6. How fair is Fairtrade?
7. The use of positive discrimination in employment?
8. Could an ecological revolution resolve all our problems?
9. Low cost air companies, are they worth it?



Native language:

Other languages:

How many years have you been studying English?

(e.g., 7 years in secondary school plus 2 years at university = 9 years)

How much time have you spent in English-speaking countries?

How many hours per week do you spend reading/writing/listening to/speaking English at present?

### English abilities and needs

Check (✓) the statements that apply to your abilities or needs in English (= *je peux ou je voudrais*)

I am able to                      I would like to

read an abstract in my academic field

read an article

write an abstract

write an article

understand a presentation

follow a discussion

give a presentation

participate in a discussion

### Computing

Check (✓) if you have    internet and audio on a home computer  
a laptop (= *ordinateur portable*) with internet and audio at the Fac  
a headset with microphone (= *microcasque*)

Check (✓) if you can    make a post or post a comment on a blog  
make an mp3 recording of yourself (= *enregistrement mp3*)

### Group activities

#### Session 1: Presentation practice

Work in small groups - one presenter and 2 coaches.

1. Presenter: Give your presentation, showing your slides on a computer. Time it.

2. Coaches take notes on communication, slides, content

3. Discuss the presentation and make notes to ask Shona

- communication: pronunciation, vocabulary, grammar

- slides: vocabulary and grammar

#### Session 2: Speaking English, Academic English

Check links in Teacher 2's comments on other student's pages. You will find dictionaries and pronunciation sites.

What is useful for you? What kind of practice do you think you need?

Use your English key words to look for academic English texts in your field on Google Scholar. Save links to articles or journals on your own webpage and note any particular translation problems you have encountered in your work.

Try a similar search for audiovisual materials by adding the terms mp3, video or lecture to your search. iTunes U also has a great deal of oral academic material that will help you improve your comprehension and expression.

#### Session 3: Learning from feedback

Today, we are going to improve on your presentations in English. We will work in four stages

1. read your feedback

2. decide what you need to improve

3. rehearse your presentation

4. give your presentation

#### 1. Feedback

Look at your presentation and the feedback you have been given.

If you already gave a talk in Teacher 1's class, then you should have feedback from Teacher 1, Teacher 2 and your fellow students. If you didn't, you have your introductory PowerPoint with Teacher 2's comments from the first day of class.

#### 2. Focus

What do you think you need to improve? Is your main problem pronunciation? Do you make many grammar errors? Are your problems more global, related to pace or delivery? Check your conclusions with Teacher 2

#### 3. Rehearse

Find a quiet corner to go over your presentation by yourself. Look at your slides and whisper or mentally rehearse your talk. Remind yourself of what you are trying to improve.

#### 4. Present

If you haven't yet given your presentation, practice your talk with one or two other class members who haven't presented yet. Then have Teacher 2 check your slides.

If you have already presented, make a second recording with an iPod or with the camera if you prefer.

### Post-course evaluation

The content of this class was appropriate for me.

The class activities were interesting and useful.  
The class was at the right level for me.  
My English is better after these classes.  
I learned many new words and expressions.  
I improved my English pronunciation.  
I learned some new grammar rules.  
The PowerPoint presentation was useful for me.  
It was useful to watch the video of my presentation.  
The website was helpful for our class activities.  
I enjoyed working with the other students and learned from them.  
I now feel more confident using English in my research.  
I learned not only English, but other information that will help me in my career.  
What I liked MOST about this class was  
What I liked LEAST about this class was  
Other comments