

Personalised instant roleplays

Do the version below that your teacher tells you to/ gives you the page of.

Personalised instant roleplays priorities first version

Choose a way of communicating from below that you often have to do in English, have particular problems doing in English, will have to do in English, or often do in your job and might have to do in English. Describe your **real-life situation** to your partner in as much detail as you can, e.g. "A face-to-face meeting with my line manager where I ask for permission to keep some of this year's budget for next year, with medium formality".

Possible way of communicating to practise:

- (Small) face to face meeting
- Email
- Going to someone's desk or office to speak to them (without having arranged it)
- Teleconference/ Video conference
- Telephone
- Tour

Other details to mention:

- Who you are communicating with
- Situation
- Level of formality
- Topic(s)
- Function(s)
- Possible difficulties (negative reactions, etc)

Roleplay that situation with your partner, **from the very beginning to the very end of the interaction**. If it is written communication, just take turns saying what you would write, again including absolutely everything (names, greetings, etc). Then do the same for other common/ important situations chosen by you and your partner.

Post-roleplay discussion/ feedback/ brainstorming

What functions were there in (the body of) those exchanges? For example:

- requests
- enquiries
- apologies
- giving bad news

What language did you use to do those things? What other phrases have the same functions?

How did you start and finish those exchanges?

What other language can be used to start and finish that kind of communication?

How can you start and end the other kinds of communication in the list above?

Personalised instant roleplays step-by-step version

Part One – Telephoning instant personalised practice

Describe a typical telephoning situation to your partner, e.g. one that you have to do in English, will have to do in English, or have to do in your own language. Describe:

- Who you are communicating with
- Situation/ Background
- Level of formality (casual, medium formality/ neutral, formal, etc)
- Topic(s)
- Function(s)/ Things you have to do in the body of the call
- Possible difficulties (negative reactions, etc)
- Which person is calling and which person is answering the phone/ receiving the call

Roleplay that conversation, with you as yourself and your partner as the other person.

Part Two – Emailing instant personalised practice

Do the same, but for sending emails that needs replies. Again, describe:

- Who you are communicating with
- Situation/ Background to the email
- Level of formality (casual, medium formality/ neutral, formal, etc)
- Topic(s)
- Function(s)/ Things you have to do in the body of the email(s)
- Possible difficulties (negative reactions, etc)
- Who starts the exchange/ Who sends the first email

Roleplay the email exchange, with both of you just saying what you would write.

Part Three – (Scheduled) business meetings instant personalised practice

Do the same, but for a face-to-face meeting. Describe:

- Who you are communicating with
- Situation/ Background to the meeting
- Venue (= where you are meeting)
- Level of formality (casual, medium formality/ neutral, formal, etc)
- Topic(s)
- Function(s)/ Things you have to do in the body of the meeting
- Possible difficulties (negative reactions, etc)
- Who chairs the meeting/ Who is host

Part Four – Other kinds of communication instant personalised practice

Do the same for other kinds of communication which you have to use, for example:

- Going to someone's desk or office to speak to them (without having arranged it)
- Online chat/ Instant messaging
- Teleconference/ Video conference
- Tour

Personalised instant roleplays step-by-step version 2

Part One – Business meetings instant personalised practice

Describe a typical business meeting for you to your partner, e.g. an English language meeting which you often have to attend or will have to attend, or a common business meeting in your own language. Describe:

- Who you are meeting
- Situation/ Background to the meeting
- Venue (= where you are meeting)
- Level of formality (casual, medium formality/ neutral, formal, etc)
- Topic(s)
- Function(s) (requesting, asking for permission, negotiating, etc)
- Possible difficulties (negative reactions, misunderstandings, etc)
- Who chairs the meeting/ Who is host

Roleplay that meeting, with you as yourself and your partner as the other people.

Part Two – Telephoning instant personalised practice

Do the same for a typical telephone call for you. Describe:

- Who you are communicating with
- Situation/ Background
- Level of formality (casual, medium formality/ neutral, formal, etc)
- Topic(s)
- Function(s)/ What you have to do in the body of the call
- Possible difficulties (dictation, background noise, etc)
- Which person is calling and which person is answering/ receiving the call

Roleplay that conversation, with you as yourself and your partner as the other person.

Part Three – Emailing instant personalised practice

Do the same, but for sending emails that needs replies. Again, describe:

- Who you are communicating with
- Situation/ Background to the email
- Level of formality (casual, medium formality/ neutral, formal, etc)
- Topic(s)
- Function(s)/ What you have to do in the body of the email(s)
- Possible difficulties (difficult to explain information, difficult or big request, etc)
- Who starts the exchange/ Who sends the first email

Roleplay the whole email exchange, with both of you just saying what you would write.

Part Four – Other kinds of communication instant personalised practice

Do the same for other kinds of communication which you will have to use, for example:

- Going to someone's desk or office to speak to them (without having arranged it)
- Online chat/ Instant messaging
- Teleconference/ Video conference
- Tour