



eastbourne

Communications Skills

Afternoon communications skills lessons focus primarily on speaking and listening for communication, with some work on written communication.

Objectives

To improve all students' ability to communicate effectively in spoken and written English by:

- Improving their command of functional language
 - Improving their command spoken and written discourse as well as formal and informal styles
 - Giving them listening, speaking and writing practice in a variety of situations and tasks
 - Improving their pronunciation, stress and intonation
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Course Content

1. Functional Language

Advice and warnings

Level	Sample Exponents
Elementary	' <i>Staying healthy</i> ' (Northstar Basic, Unit 9 p.127-142)
Pre-Intermediate	' <i>You ought to try them</i> ' (Snapshot, Unit 8 p.48-53)
Intermediate	' <i>How do I buy a ticket?</i> ' (Real Listening & Speaking 2, Unit 3 p.18-21)
Upper Intermediate	' <i>Health and medicine</i> ' (Outcomes Upper Intermediate, Unit 12 p.82-87)
Advanced	' <i>Health</i> ' (English Unlimited Advanced, Unit 7 p.66-75)

Agreeing and disagreeing, opinions

Level	Sample Exponents
Elementary	' <i>Do you believe in it?</i> ' (Northstar Basic, Unit 10 p.143-158)
Pre-Intermediate	' <i>Characters</i> ' (Empower, Unit 12 p.117-126)
Intermediate	' <i>Time off</i> ' (Outcomes Intermediate, Unit 3 p.24-31)
Upper Intermediate	' <i>Let's get started</i> ' (Real Listening & Speaking 3, Unit 13 p.14-19)
Advanced	' <i>Culture and identity</i> ' (Outcomes Advanced, Unit 2 p.14-19)

Apologising

Level	Sample Exponents
Elementary	' <i>Family and friends</i> ' (Outcomes Elementary, Unit 7 p.58-63)
Pre-Intermediate	' <i>Gadgets and technology</i> ' (English Result, Unit 8A p.76-77)
Intermediate	' <i>When are you flying?</i> ' (Real Listening & Speaking 2, Unit 9 p.42-45)
Upper Intermediate	' <i>Banks and money</i> ' (Outcomes Upper Intermediate, Unit 14 p.98-103)
Advanced	' <i>I'll sort it out</i> ' (Real Listening & Speaking 4, Unit 9 p.44-47)

Clarifying

Level	Sample Exponents
Elementary	' <i>Are you OK?</i> ' (English Unlimited Elementary, Unit 12 p.98-105)
Pre-Intermediate	' <i>Home and away</i> ' (English Result, Unit 4B-4C p.38-41)
Intermediate	' <i>Houses</i> ' (Outcomes Intermediate, Unit 9 p.78-85)
Upper Intermediate	' <i>Sports and interests</i> ' (Outcomes Upper Intermediate, Unit 5 p.36-41)
Advanced	' <i>History</i> ' (Outcomes Advanced, Unit 12 p.82-87)

Complaining

Level	Sample Exponents
Elementary	' <i>Where in the world</i> ' (Pacesetter Elementary, Unit 11 p.76-81)
Pre-Intermediate	' <i>They were delivered yesterday</i> ' (Snapshot, Unit 12 p.70-74)
Intermediate	' <i>I'm phoning about the house</i> ' (Real Listening & Speaking 2, Unit 2 p.14-17)
Upper Intermediate	' <i>Accommodation</i> ' (Outcomes Upper Intermediate, Unit 6 p.42-47)
Advanced	' <i>Icons</i> ' (English Unlimited Advanced, Unit 9 p.86-95)

Describing objects

Level	Sample Exponents
Elementary	' <i>When I see a windmill I always think of Holland</i> ' (Collins Cobuild English Course 1, Unit 12 p.69-76)
Pre-Intermediate	' <i>My region</i> ' (English Result, Unit 2B p.18-19)
Intermediate	' <i>How about a hostel?</i> ' (Real Listening & Speaking 2, Unit 7 p.34-37)
Upper Intermediate	' <i>Food</i> ' (Outcomes Upper Intermediate, Unit 15 p.104-109)
Advanced	' <i>Brand awareness</i> ' (English Unlimited, Unit 8 p.76-85)

Describing people

Level	Sample Exponents
Elementary	' <i>Describing someone</i> ' (Elementary Task Listening, Unit 4 p.8-9)
Pre-Intermediate	' <i>Communicating</i> ' (Empower, Unit 1 p.7-16)
Intermediate	' <i>How do you know Mark?</i> ' (Real Listening & Speaking 2, Unit 1 p.10-13)
Upper Intermediate	' <i>Transport and travel</i> ' (Outcomes Upper Intermediate, Unit 11 p.76-81)
Advanced	' <i>Self</i> ' (English Unlimited Advanced, Unit 2 p.16-25)

Giving bad news

Level	Sample Exponents
Elementary	'Changes' (English Unlimited Elementary, Unit 4 p.34-41)
Pre-Intermediate	'Problems and advice' (Empower, Unit 6 p.57-66)
Intermediate	'Travel' (Outcomes Intermediate, Unit 13 p.92-97)
Upper Intermediate	'Things you need' (Outcomes Upper Intermediate, Unit 3 p.20-25)
Advanced	'Conflict' (Outcomes Advanced, Unit 6 p.42-47)

Introductions

Level	Sample Exponents
Elementary	'OK. Can you give me your address?' (Collins Cobuild English Course 1, Unit 1 p.5-10)
Pre-Intermediate	'I'm here to work' (Snapshot, Unit 1 p.8-13)
Intermediate	'My first class' (Outcomes Intermediate, Unit 1 p.8-13)
Upper Intermediate	'Can I take a message?' (Real Listening & Speaking 3, Unit 12 p.56-59)
Advanced	'How's it going?' (Real Listening & Speaking 4, Unit 1 p.10-13)

Invitations

Level	Sample Exponents
Elementary	'Have you got any plans?' (Collins Cobuild English Course 1, Unit 13 p.77-84)
Pre-Intermediate	'Getting together' (English Result, Unit 12C p.120-121)
Intermediate	'Shall we go out for dinner?' (Real Listening & Speaking 2, Unit 4 p.22-25)
Upper Intermediate	'Socialising' (Outcomes Upper Intermediate, Unit 10 p.70-75)
Advanced	'I need to see a doctor' (Real Listening & Speaking, Unit 3 p.18-21)

Likes, dislikes and preferences

Level	Sample Exponents
Elementary	' <i>Surfing in the sky</i> ' (Northstar Basic, Unit 5 p.65-78)
Pre-Intermediate	' <i>Leisure</i> ' (English Result, Unit 3A p.26-27)
Intermediate	' <i>Going shopping</i> ' (Outcomes Intermediate, Unit 6 p.42-47)
Upper Intermediate	' <i>How are things?</i> ' (Real Listening & Speaking 3, Unit 1 p.10-13)
Advanced	' <i>What a great view!</i> ' (Real Listening & Speaking 4, Unit 6 p.30-33)

Offers

Level	Sample Exponents
Elementary	' <i>Choices</i> ' (English Unlimited Elementary, Unit 14 p.114-121)
Pre-Intermediate	' <i>They've been bullying me</i> ' (Snapshot, Unit 9 p.54-58)
Intermediate	' <i>Any questions?</i> ' (English Unlimited Intermediate, Unit 12 p.94-101)
Upper Intermediate	' <i>Shall we say five o'clock?</i> ' (Real Listening & Speaking 3, Unit 9 p.44-47)
Advanced	' <i>A sense of belonging</i> ' (English Unlimited Advanced, Unit 10 p.96-105)

Permission

Level	Sample Exponents
Elementary	' <i>They can't make me!</i> ' (Pacesetter Elementary, Unit 15 p.100-105)
Pre-Intermediate	' <i>The birds</i> ' (Snapshot, Unit 18 p.104-109)
Intermediate	' <i>A change of plan</i> ' (English Unlimited Intermediate, Unit 5 p.38-45)
Upper Intermediate	' <i>Can I take your coat?</i> ' (Real Listening & Speaking 3, Unit 2 p.14-17)
Advanced	' <i>Can I call you back?</i> ' (Real Listening & Speaking 4, Unit 10 p.48-51)

Requests

Level	Sample Exponents
Elementary	' <i>A penny saved is a penny earned</i> ' (Northstar Basic, Unit 3 p.33-48)
Pre-Intermediate	' <i>Home and away</i> ' (English Result, Unit 4A p.36-37)
Intermediate	' <i>Lost and found</i> ' (English Unlimited Intermediate, Unit 8 p.62-69)
Upper Intermediate	' <i>I'd like a refund please</i> ' (Real Listening & Speaking 3, Unit 4 p.22-25)
Advanced	' <i>I'd appreciate it</i> ' (Real Listening & Speaking 4, Unit 7 p.36-39)

Suggestions

Level	Sample Exponents
Elementary	' <i>Raising money</i> ' (Pacesetter Elementary, Unit 8 p.54-59)
Pre-Intermediate	' <i>Work</i> ' (Empower, Unit 5 p.47-56)
Intermediate	' <i>Have you got a headache?</i> ' (Real Listening & Speaking 2, Unit 6 p.30-33)
Upper Intermediate	' <i>Is there anything on?</i> ' (Real Listening & Speaking 3, Unit 5 p.26-29)
Advanced	' <i>Shall we move on?</i> ' (Real Listening & Speaking 4, Unit 11 p.52-55)

2. Discourse

Spoken discourse markers
Holding the floor, interrupting
Starting conversations
Ending conversations

3. Formal and informal language

Formal and informal functional Sample Exponents (see above)
Direct and indirect questions
Question tags
Use of phrasal and latinate verbs

4. Pronunciation, stress and intonation

See separate phonological syllabus

5. Speaking Tasks

Discussions
Mini-dialogues
Role-plays and simulations
Debates
Interviews
Presentations
Making videos

6. Writing Tasks

Emails and formal letters
Text messaging
Note taking
Completing forms
Blogging / vlogging

7. Listening Practice

Listening comprehension exercises
Listening for gist
Listening for specific information
Listening to identify formal and informal language

8. Topics for Discussion

Topics may include, and are not just limited to:

- Travelling: booking accommodation and tickets, asking for and giving directions, blogging and/or vlogging
- Cross cultural communication: cross cultural awareness, communication styles, high and low context cultures, verbal communication and non-verbal communication
- News and current affairs: responding to newspaper headlines, discussing articles, reviewing pictures and videos