

Listening tool Topic 9. Meeting Old Clients

Step 1. Have a look through the language list to get familiar with the useful lexical and grammatical items.

Time commitment: 15-20 minutes. Don't worry if you're not yet fully familiar with each item. This will be your focus over the following 2 weeks.

| Vocabulary | Sentence structures |
|--|---|
| on one's way over running a bit late the other week haze off the scale. Thankfully manage to catch up with some work trail disconnect from screens quality time recharge full of energy varied landscapes escape from the city Therapuritc get down to business regularly live adj./ai/ a pretty good season make it though playoffs the finals determine specifics be divided into keep an eye out for | <p>we're just waiting on sb. Sb.'ll be about another ... minutes I meant to (do) I read that I didn't dare (do) appreciate the importance of It's a great way to (do) We've been trying to (do) I would regularly (do) since, I don't get the chance so often. unfortunately I have to admit, I've never (done) used to (do) when ... You'll have to excuse my ignorance, but I have no idea about ... To be honest, I'm not sure exactly how ...</p> |
| | Communication tools |
| | <p>I hear you loud and clear. Can't complain. Busy as usual, but that's how I like it. Would you mind holding on before we get started so he doesn't miss anything? Is that still an issue? Thanks for asking. Thankfully, it's much better now fingers crossed it remains that way. if you don't mind me asking? I can relate to that. Sure, let me just find my slides... one moment while I share my screen. Okay, here we are, are you seeing them at your end? I think that's about all. Is there anything else you'd like to bring up before we bring things to a close. I think we've covered everything we need to for today. We can leave things here. Sorry to ask again, but ... Is that how it works? I'll let you know how they get on. I won't keep you any longer.</p> |

Step 2. Work with the Core Structures

Step 1. Listen several times to understand the context. Refer to the language list above if needed.

Step 2. Try to repeat after the recording and together with it.

Step 3. Write down and record yourself. Share your Word and audio files in the class group.

Time commitment:

20-40 minutes over 2 days, meaning - **do not** overstretch yourself by having to get all the details on “day 1”. Work with listening first, then on the following day, spend 10-20 mins listening again, shadowing and writing the details down.

Step 3. Work with the Conversation

After the whole class has submitted their Core structures practice, you'll receive the main conversation for this topic.