



Speaking Skills at the Workplace

This course develops conversational fluency and accuracy at the workplace. Students will be taught a wide variety of language functions, such as expressing an opinion, carrying on a conversation, giving and receiving compliments, showing preference, idioms, and phrasal verbs. This training also focuses on utilizing conversational strategies under different workplace scenarios.

LESSON TOPIC LIST

1. Greetings and Introductions
2. How to Carry on a Basic Conversation
3. How to Change the Subject
4. Agreeing and Disagreeing
5. Saying Yes and No
6. Impromptu Speaking
7. Managing Conversations (Interrupting, Validating, Paraphrasing, etc.)
8. Giving Personal Information
9. Expressing a Point of View
10. Asking for and Offering Help
11. Giving and Receiving Compliments
12. Using adverbs to qualify attitudes
13. Social Contexts (meeting, hallway, lunch, current affairs, at cubical, end of day, etc.)
14. Conversational Strategies and Language Functions
15. Showing Preference
16. Telling a Story of an Event
17. Contrasting Ideas
18. Guessing, Offering Advice, Approximation
19. Giving and Asking for Explanations
20. Personal Opinions
21. Emphasizing a Point
22. Tag Questions
23. Humor/Jokes
24. Conditionals