

Business Cards – Teacher’s notes

Level: Beginner A1 (equivalent to CEF level A1)

Aim: A communicative game to practice and review the functional language of finding out about people and their contact details.

Preparation: Make one copy of the worksheet *Business cards 1* for each pair of students in the class and cut them in half where indicated. For the extension activity, make one copy of the worksheet *Business cards 2* for each pair of students and cut them in half where indicated.

Procedure:

1. Draw a sketch of a person on the board. It could be a real and known person or just a random figure. You can decide based on your group. Alternatively, you could ask one of your students to do the drawing.
2. Illicit information about the person in the drawing by asking: *What’s your name? (What’s your first name/What’s your surname?) Where are you from? What do you do?*
3. Illicit information about their contact details by asking: *What’s your phone number? What’s your postal address? What’s your email/website address?*
4. Write the questions and the corresponding answers on the board around the figure.
5. Put the students in pairs and hand out copies of the worksheet *Business Cards 1*. Give one student the worksheet for Student A and the other the worksheet for Student B.
6. Ask students to complete information on the business cards by asking their partner questions to discover the missing information.
7. When all the pairs have finished, ask students to present the completed profiles to you or others in the group in the 3rd person.
8. Finally, ask students to discuss the question at the end of the page: *Do you have a business card? What’s on it?*

Answers:

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Optional Extra:

1. 1 Hand out the second worksheet, *Business Cards 2*.
2. 2 Students to fill in two of their four blank cards with fictional information.
3. 3 Students ask their partner questions to find out the information from the two cards their partner has completed. This information should then be filled in the two blank cards the student has left.