

Speaking, listening & communication

Task preparation for a formal discussion



Name _____ Date _____



Topic:

Discuss your experience of working in the construction industry.

Level 1 discussion time: 7-10 minutes

Level 2 discussion time: 10-15 minutes

Points you can make:

1. What you do. What is your specific skill/trade?
2. Where do you work? Describe your place of work, duties, location, etc.
3. Talk about the training you have had.
4. Where you would like to work in the future.
5. Describe the good/bad things about your experience of the industry or of training.

Questions you could ask

Remember to ask each other questions – this is about you communicating with each other.

- What is your specific trade skill?
- What do you think?
- Do you agree?
- What's your opinion about ...?
- Where is your placement/job?
- What did you like about the training you have had in construction?

Language you could use

- In my opinion ...
- I think that ...
- I agree with that ...
- In my experience ...
- I believe that ...

Communication tips

- Be confident.
- Speak clearly.
- Let others speak. Don't take over the discussion.
- Don't interrupt and talk over people.
- Draw others in by asking direct questions.
- Keep to the task. Do not go off on a tangent talking about unrelated things.
- Use appropriate language. No swearing or slang. Try to be serious and formal.
- Ask yourself: have I contributed to the discussion? If unsure, speak some more!
- Enjoy the experience.