

10 Daily Business Communication Topics

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For Teachers

The lessons in this book are not in the typical quiz or repetition format. They are designed to strike instant conversation and guide your students through engaging discussion.

We encourage to follow 3 best practices:

1. Engage students in meaningful discussion.
2. Prompt students to speak often about their experiences.
3. Correct students' spoken English mistakes.

INSTRUCTIONS

Part I: Let's Talk About the Picture

Warm up to the lesson in Part One by asking the 5 simple starter questions about the picture. Be creative and always use complete sentences when responding to the questions. ***Remember: There are no right or wrong answers.***

Part II: Take the Survey & Talk About It

After completing the survey, students should be prepared to share and compare their re-sponses with the class. Go through all 10 questions and ask follow up questions.

Sitting Disease

Part I: Let's Talk About the Picture



Discuss these questions as a group:

1. Is he having breakfast, lunch, or dinner?
2. Does he appear to be typing with both hands?
3. How many calories would you say are in his french fries?
4. Why isn't he sitting at his desk?
5. How often do you have meals at your desk?

Sitting Disease

Part II: Take the Survey and Talk About It

Answer the 10 question survey below then discuss your responses with your instructor and classmates.

1. How many hours do you sit at your desk per day?

- 1
- 2-3
- 4-5
- 6-8
- 9-10
- 11 or more

2. How do you feel at the end of your work day?

- Mentally exhausted
- Physically exhausted
- Both mentally and physically exhausted
- Same as when I started work
- Stressed out
- Refreshed
- Other

3. How often do you stretch at the office for each hour you sit at your desk?

- Never
- Hardly ever
- Sometimes
- Often
- Always

4. What do you do to combat the hours you spend each day at your desk?

- Go to the gym for one hour each day
- Go for 30 minute walks
- Walk instead of drive
- Take the stairs instead of the elevator
- Get off the bus or subway a stop earlier and walk to work or home
- Go for a walk during my lunch hour.
- Other

5. Do you think sitting at your desk 6-8 hours per day is worse for your health than smoking?

- Absolutely
- Perhaps
- Not really
- Absolutely not

6. How would you feel about having a sit/stand workstation?

- Not for me thanks.
- It's interesting, but I doubt I'd stand much.
- I'd love to have one.

7. When you get home from work do you continue to sit longer?

- Yes
- No

8. How many steps do you take each day?

- 0-1,000
- 1,000-3,000
- 3,000-5,000
- 5,000-7,000
- 7,000-10,000
- 10,000-12,000
- 12,000-15,000

9. Do you feel going to the gym for one hour a day will combat sitting disease (sitting more than 4+ hours at your desk)

- Yes
- No

10. What things can you implement easily today to lead a more active lifestyle?