



## This week...

Fiona is the head of a department that is not performing well. She asks one of her close colleagues, Mark, for advice on how to motivate her team and improve performance.

## Lesson Objectives...

- Motivating a team
- Giving advice

## Business English Conversation

## Basic Class

## Warm Up – Topic Question



How do you stay motivated at work?

Why are they all clapping?



B



A



What is he writing on the note paper?

\*Create a short story using the following format

1. Who
2. Where
3. When
4. What's happening?

\*Create simple sentences using the vocabulary

1. advice
2. lack
3. effort
4. probably

Thanks a lot for your **effort** in class today.



1. **I really need** your help with this project.
2. **I think it's because** we forgot something.
3. **You could ask them if** they need any help.
4. **I think you should also** contact your boss.

- Words
- Phrases

<b>Fiona</b>	Do you have a minute, Mark? I really need some advice.
<b>Mark</b>	Sure, Fiona.
<b>Fiona</b>	My team has not been performing well lately. I think it's because of their lack of motivation. How can I improve that?
<b>Mark</b>	You could ask them if they're unhappy with their tasks or working environment.
<b>Fiona</b>	That's a good idea.
<b>Mark</b>	I think you should also set a good example by working hard. When they see you putting in extra effort they will probably do the same.
<b>Fiona</b>	Thanks for your advice, Mark.
<b>Mark</b>	No problem. Good luck.

1. I really need.....
2. I think it's because.....
3. You could ask them if.....
4. I think you should also.....

# Responses - Prepositions

\*please select the most appropriate response for each item below:

1. A: Thanks a lot .... your advice yesterday. It was a great help.  
B: You are very welcome.

at / for / on

2. A: I'd like .... talk to you later.  
B: Sure. I'll come and see you when I've finished this task.

for / to / with

3. A: Do you have a minute .... a chat?  
B: Sure. Let's go to my office.

in / for / on

4. A: Are you still having trouble motivating your team?  
B: No. They seem to be better now. Thanks .... asking.

to / at / for

5. A: I could do .... some advice.  
B: Sure. What's the problem?

with / of / for

6. A: I'll talk to you after the weekend.  
B: OK. I'll talk to you .... Monday.

in / on / at

**Student A** is having a difficult time motivating the staff members in his/her department. **Student A** asks **Student B** for some advice on how to motivate his/her team.



**Student A:** Do you have a minute to talk?  
**Student B:** Sure. What can I help you with?

\* Continue the conversation using the **Key Phrases** and **Advice** from below.

## Key Phrases

- I need some advice about motivating my team.
- That's a good idea.
- Thanks for your advice.
- You could start by ....
- I think you should also ....
- Good luck. Hopefully things will improve.
- *Other*

## Advice

- offer incentives
- ask them about any issues
- set a good example
- arrange a staff retreat
- improve the working environment
- *other*

- Does your motivation decrease towards the end of the week?
- Are you a highly motivated person?

- advice - Your *advice* has been so useful.
- effort - I'm really proud of your *effort*.
- example - You're a good *example* to the others.
- improve - You will *improve* in no time.
- lack - She seems to *lack* energy these days.
- motivation - He has lost his *motivation* to work.
- perform - Your team has been *performing* well lately.
- probably - It will *probably* take me about another hour.