

### Activity 1 - Creating your personal script

Learning to create your personal script might take some practice. This activity will help you practise creating a script that you can use in preparation for completing your tasks. You can use WHO/WHERE/WHAT information to help you create your scripts when preparing to act on your new knowledge.

Do you remember the video that you watched about schmoozing from previous activities? Imagine your goal is to schmooze with other people at your company Christmas party. Remember that the first part of "Preparing" to act on your new knowledge requires you to visualize the potential situations you might meet. Begin by answering the following questions: (then check the Answer Key to see some suggestions)

Who is someone you might schmooze with at the party?

Where might you be standing when you schmooze? What will you be doing?

What might happen after you start schmoozing with them?

#### *Who?*

We think about *who* we might schmooze with. This is important because we want to use the correct register (formal or informal). In work situations, we usually want to be more formal, except with people we know well. So, if we're schmoozing with coworkers, we can use an informal register. Others on our list would probably prefer a more formal register (but not too formal!).

Imagine you're standing in the buffet line. Which of the following phrases would be good to use with a co-worker that you know well? There might be more than one appropriate answer. (then see the Answer Key to check your answers)

- What a spread! (A spread is a large variety of different foods)
- This looks wonderful, doesn't it?
- They really went all-out, didn't they? (this means to provide the best, even if it's expensive or troublesome)
- This sure beats eating at home, doesn't it?

Now, imagine you're still standing in the buffet line, but instead of a co-worker that you know well, you are standing beside your boss. Which phrases are appropriate to use in this situation?

- What a spread!
- This looks wonderful, doesn't it?
- They really went all-out, didn't they?
- This sure beats eating at home, doesn't it?

## Activity 1 - Creating your personal script Continued...

### *Where?*

We think about *where* we might schmooze to help us imagine good ways to start a conversation. Schmoozing usually starts with a small joke or observation. For example, if we're walking into the building from the parking lot in winter, we might make a joke like, "I hope it's warmer in here than it is out there!" Someone who hears this will understand it's a joke and say something back to you. Just like that, you're schmoozing! Remember to keep register in mind when making your jokes.

What kind of jokes or observations can you make for each of the following situations? (then check the Answer Key to see some suggestions)

Staff Christmas dinner: A person who works in a different department and her husband are sitting at the same table.

Standing in the coat check line to get your coat.

### *What?*

We think about what might happen when we start schmoozing so that we won't be surprised by something and panic. For example, if someone has trouble understanding you, what can you do? You could try repeating yourself, using other words to explain yourself, or even make a joke about the misunderstanding.

For each of the following situations, think of something you can say or do to respond. (check the Answer Key to see some suggestions)

- You made a joke to your co-worker, but she didn't understand. You tried repeating, and she smiled politely, but you think she still didn't understand.
- You started a conversation with someone in management, and they gave you a business card.
- Your co-worker's wife asked you a question, but you don't understand a word she used.
- You tried to start talking to someone, but they apologized and said they had to "take care of something".
- You were schmoozing with someone from another department, and they introduced you to their co-worker before walking away.

## Activity 2 - Practise using your script

Now that you 've learned a little about how to create your personal script for schmoozing at a staff Christmas party, it 's time to write it out and practise with the script! Write out a simple script for the various situations listed in the last activity.

### *Script*

### Practise

- Close your eyes and visualize one of the situations you listed. Think of the person you will talk to, what each of you will be doing, and what you will say.
- Next, find a mirror and look at yourself. Don 't be shy! Practise saying the sentences to yourself aloud. Repeat this exercise until you say each sentence fluently and easily.
- If you have a pet, use your new phrases when you talk to them. If you don 't have a pet, talk to another object like a cushion or painting. Speaking aloud to an object helps to build your confidence and can help you remember the phrases more easily.
- Next, find a person to practice with. This could be a volunteer, your child, a teacher, a co-worker, a neighbour, or a fellow student. Make sure they know you are practising idioms, and ask them to correct you if you make a mistake.

### Activity 3 - Preparing for a writing task

In the previous activity, you practiced creating a script for a speaking task. Now, you will learn how to prepare for writing tasks. The most important part of writing is to have a clear purpose and audience in mind. Think about the following questions:

*Why* are you writing this piece? (What do you want to achieve with it? )

*Who* will be reading this piece?

#### *Purpose and Audience*

Remembering *why* you are writing helps to keep your writing clear, concise, and organized.

Imagine that your goal is to write a cover letter to send with a resume to an employer. What would your purpose (s ) be? (then check the Answer Key to see some suggestions )

Remembering *who* will read your writing is also important because it reminds you to use the correct register. Someone reading business letters will expect to see formal language, correct spelling, and standard formats.

Who do you think would read a cover letter? Do you think they expect formal or informal language?

#### *Making an Outline*

In every language, there are conventions in writing. This means that people usually follow certain rules when they are writing something. The important thing to remember is that function = form. This means that the way you organize your writing should depend on your purpose.

Cover letters follow conventions. Remember that you would learn these conventions when you are exploring samples of cover letters. Search online for samples of a cover letter.

How do we need to organize our cover letter? (then see the Answer Key to check your answers )

When you are exploring your samples, you might notice that certain phrases or words are used again and again. You should try to use these phrases in your writing as well. Look at the online samples again, and write down some phrases that are used again and again.

#### **Activity 4 - Make an outline and write a draft**

Now that you 've learned a little about how to prepare for writing a cover letter, it 's time to practise. Make your outline is based on what you learned from the samples that you looked at in the last activity:

##### *Outline*

#### **Practise**

- Write your first draft of the letter.
- Edit it.
- Write a second draft.
- Ask someone else to edit it for you.

### Activity 1 - Creating your personal script ANSWER KEY

You can use WHO/WHERE/WHAT information to help you create your scripts when preparing to act on your new knowledge.

Begin by answering the following questions:

Who is someone you might schmooze with at the party?

Coworkers, Supervisors/Management, Caterers, People from work I don't know, Spouses of coworkers

Where might you be standing when you schmooze? What will you be doing?

Walking into the building from the parking lot; At the buffet table taking food; Sitting at the dinner table and eating; On the dance floor dancing; Standing in the coat check line to get my coat

What might happen after you start schmoozing with them?

They might have trouble understanding me; They might give me their contact information; They might ask me a question that I don't understand; They might have a conversation with me; They might be too busy to talk; They might introduce me to someone else

#### *Who?*

Imagine you're standing in the buffet line. Which of the following phrases would be good to use with a co-worker that you know well? There might be more than one appropriate answer.

- What a spread! ( A spread is a large variety of different foods )
- This looks wonderful, doesn't it?
- They really went all-out, didn't they? (this means to provide the best, even if it's expensive or troublesome )
- This sure beats eating at home, doesn't it?

Now, imagine you're still standing in the buffet line, but instead of a co-worker that you know well, you are standing beside your boss. Which phrases are appropriate to use in this situation?

- What a spread!
- This looks wonderful, doesn't it?
- They really went all-out, didn't they? (this may be too informal )
- This sure beats eating at home, doesn't it? (this sounds informal, but may be appropriate, depending on the personality of your boss! )

## Activity 1 - Creating your personal script Continued... ANSWER KEY

### *Where?*

Staff Christmas dinner: A person who works in a different department and her husband are sitting at the same table.

- "It 's nice that so many people could make it tonight!" (if there are many people present)
- "Too bad there wasn 't a Christmas party every week!"
- "Are many people from your department here?"

Standing in the coat check line to get your coat.

- "This was a nice evening, wasn 't it?"
- "It 's nice to see everyone outside of the office, isn 't it?"
- "I had a really good time."

### *What?*

You made a joke to your co-worker, but she didn 't understand. You tried repeating, and she smiled politely, but you think she still didn 't understand.

- "Never mind. It wasn 't that funny anyway!"
- "I guess you had to be there." (this is what English speakers say when a story is very funny to them, but it is not very funny to someone who wasn 't there when the event happened )
- Don 't say anything, and change the subject

You started a conversation with someone in management, and they gave you a business card.

- "Thanks!"
- "Great! We 'll be in touch!"

Your co-worker's wife asked you a question, but you don 't understand a word she used.

- "My apologies. My English isn 't so great. Can you say that again?"
- "Pardon me?"
- "Sorry?"

Repeat the parts you did understand and lift your eyebrows to show you didn 't understand.

You tried to start talking to someone, but they apologized and said they had to "take care of something".

- "No problem!"
- "Okay. I 'll catch up with you later."

You were schmoozing with someone from another department, and they introduced you to their co-worker before walking away.

- "Nice to meet you!"
- "So how do you know \_\_\_\_\_?"
- "Are you having a good time?"

### Activity 3 - Preparing for a writing task ANSWER KEY

#### *Purpose and Audience*

Imagine that your goal is to write a cover letter to send with a resume to an employer. What would your purpose ( s ) be?

- to show the employer that I am interested in a position
- to show I can be contacted in different ways
- to show I have the education and experience for the job

Who do you think would read a cover letter? Do you think they expect formal or informal language?

- HR-formal
- Management-formal
- Department supervisors-formal

#### *Making an Outline*

Cover letters follow conventions. Remember that you would learn these conventions when you are exploring samples of cover letters. Search online for samples of a cover letter.

How do we need to organize our cover letter?

- First paragraph: Show interest.
- Second paragraph: Show education and experience.
- Third paragraph: Give contact information.

When you are exploring your samples, you might notice that certain phrases or words are used again and again. You should try to use these phrases in your writing as well. Look at the online samples again, and write down some phrases that are used again and again.

- RE
- Dear
- Sincerely
- Enclosed
- I can be contacted at...