

A.II.67

Basic skills – Business communication: speaking

Using tenses to ask questions in professional situations – Vergangenheitsformen für die Formulierung von Fragen verwenden

Rita Reinheimer-Wolf



© RAABE 2023

© blankstock/Adobe Stock

Die gelingende mündliche wie schriftliche Kommunikation stellt einen Kernbereich im Berufsalltag dar. Ein essenzieller Teilbereich ist hierbei das gezielte Einholen von Informationen bei internationalen Kolleginnen und Kollegen, Geschäftspartnerinnen und -partnern etc. Sehr häufig beziehen sich diese Informationen auf Gegebenheiten in der Vergangenheit. Ihre Schülerinnen und Schüler erwerben bzw. vertiefen sprachliche (grammatikalische) Kenntnisse, indem sie in konkreten mündlichen Anwendungssituationen lernen, sich der korrekten Zeitform der Vergangenheit zu bedienen. Mit Erklärvideo zu den Grammatikregeln und *LearningApps*!

KOMPETENZPROFIL



Niveau:	A2
Dauer:	9 Unterrichtsstunden
Kompetenzen:	1. Grammatik: Fragen in der Vergangenheit (Fokus: <i>Simple Past</i> und <i>Present Perfect</i>) bilden und anwenden; 2. Wortschatz: themenspezifisches Vokabular im berufsbezogenen Kontext anwenden; 3. Sprechen: Kurzdialoge führen; eine kurze Rede halten
Thematische Bereiche:	<i>asking questions, past tenses, small talk, professional situations, business life during the pandemic</i>

Auf einen Blick

Digitalhinweis:

M 1–M 3 ist gänzlich digital über diese *LearningApps* Kollektion bearbeitbar:

<https://learningapps.org/watch?v=puytbg33k23>



1. Stunde

Thema: The tenses – What do I know about them?

M 1 **Tenses and questions in English – A mixed bag** / Den eigenen Kenntnisstand bezüglich der Vergangenheitszeiten überprüfen (EA)

Benötigt: Dokumentenkamera bzw. Beamer/Whiteboard für die Projektion der Lösungen

2./3. Stunde

Thema: The grammatical tenses – An overview

M 2 **The simple past and the present perfect – How to build and use the tenses** / Mithilfe eines Regelblatts oder eines Erklärvideos die Bildung und Verwendung der Zeiten wiederholen (PL)

M 3 **Did you ...? Or have you ...? – Practising the simple past and the present perfect** / Die Bildung und Verwendung der Zeiten anhand einer Zuordnungsübung und Lückensätzen üben (EA, PA)

Benötigt: Dokumentenkamera bzw. Beamer/Whiteboard zum Abspielen des Erklärvideos und für die Projektion von M 2 und die Ergebnissicherung in M 3
 ggf. Erklärvideo und zusätzliche Übung für leistungsschwächere Lernende aus dem Zusatzmaterial

4./5. Stunde

Thema: How to ask questions about the past in professional situations

M 4 **Making small talk about the past – Questions in small talk** / Sich anhand von Sprechkarten in einfachen Situationen im Fragestellen üben (EA, GA, PL)

Benötigt: ggf. Smartphones zum Aufzeichnen der Unterhaltungen
 ggf. *Peer feedback sheet* aus dem Zusatzmaterial

6./7. Stunde

Thema: The tenses in different professional situations

M 5 **In conversation with business partners – Expressing dissatisfaction /**
 Verschiedene Vergangenheitsformen in konkreten Anwendungssituationen zum Ausdrücken von Beschwerden anwenden (EA, PA, GA, PL), Tipps (Vokabelliste und *useful phrases*) nutzen



8./9 Stunde

Thema: How to give a two-minute talk

M 6 **Business life during the pandemic – Giving a two-minute talk /** Eine kurze Rede in der Vergangenheitsform über ein Thema vorbereiten und halten (EA, PL)



Benötigt: ggf. Smartphones zum Aufzeichnen der Unterhaltungen



Minimalplan

Sie haben nur drei Stunden zur Verfügung? So können Sie die wichtigsten Inhalte erarbeiten:

- 1./2. Stunde: The simple past and the present perfect – How to build and use the tenses M 2–M 3
 Did you ...? Or have you ...? – Practising the simple past and the present perfect
3. Stunde: In conversation with business partners – Expressing dissatisfaction M 5

Zusatzmaterial im Online-Archiv bzw. in der ZIP-Datei

- ZM1_M2_Explanatory video Video zur Erklärung der Grammatikregeln
- ZM2_M2_RuleSheet English Regelblatt in englischer Sprache für leistungsstärkere Lernende
- ZM3_M3_Differenzierung Formentabelle als Unterstützung für leistungsschwächere Lernende in M 3
- ZM4_M4_PeerFeedback Bewertungsbogen für mündliche Darbietungen in M 4



M 1



Tenses and questions in English – A mixed bag

The different tenses in English can be very tricky. Do you know how to build and use them?

Tasks

Work alone, first. Then, compare your answers with a partner and check with the solutions.

You can do the tasks in *LearningApps* as well.

- Which English tenses do you know? Write them down and give one example of each tense.
- Which of the tenses do you find most difficult to use? Why? Give reasons for your answer.
- Say whether the statements are true or false (1 point per statement) (4 points)

Statements	Yes	No
a) The simple past is used for actions or events that took place at a specific time in the past.		
b) The present perfect is built with the present progressive form of the verb.		
c) The word "ever" is a signal word for the present perfect.		
d) The simple past is built with the past participle of the verb.		

- Fill in the blanks with the correct past tense forms (1 point per sentence). (7 points)
 - When _____ your meeting _____ (end) yesterday?
 - I _____ (never be) on a business trip to the USA.
 - The meeting with our boss _____ (not start) yet.
 - _____ you _____ (write) the e-mail to our colleague in London yesterday or on Friday?
 - My colleague cannot come to the presentation of our new product because she _____ (arrange) to see one of our customers.
 - It is true that you _____ (always be) very good at your job.
 - Why _____ you _____ (not press) the button to start the download in time?

- Tick the correct sentences in the past (1 point per sentence). (5 points)

a)	My colleague has been late for work yesterday.	
	My colleague was late for work yesterday.	
b)	The meeting we held last month ended late in the evening.	
	The meeting we held last month was ending late in the evening.	
c)	I have opened a suspicious e-mail. Now we have problems with the Internet.	
	I opened a suspicious e-mail. Now we have problems with the Internet.	
d)	Did you ever work for another company than ours?	
	Have you ever worked for another company than ours?	
e)	Did you go to the gym while I was on a business trip abroad?	
	Have you gone to the gym while I was on a business trip abroad?	

- Evaluation / Self-assessment (tasks 3–5): Number of correct answers: _____

1–6 points	7–11 points	12–16 points
Mh ... You should repeat the rules and practise the tenses.	Good! Let's practise a little more!	Wow, you are an expert!



<https://learningapps.org/watch?v=pc5jekmt23>



<https://learningapps.org/watch?v=ph6s0f9bk23>



<https://learningapps.org/watch?v=ph168tb9c23>



Making small talk about the past – Questions in small talk

M 4

At work, you often have to engage in small talk before the beginning of serious negotiations and meetings.

Tasks

- Look at these topics. Choose one topic and write down questions in the past about it.
 - the weather
 - sports
 - experiences from your last holidays
 - arriving at the meeting (traffic etc.)
- Get together in groups of two or three students that have chosen the same topic. Imagine that you must talk to somebody before your meeting starts. Ask questions in the past and keep your conversations going for three minutes.

TIP: If you need help, you can use the speaking cards.
- Then perform your conversations in front of the class. Your fellow students will give you peer feedback. Your teacher might give you a peer feedback sheet.

TIP: speaking cards

<p>The weather</p> <ul style="list-style-type: none"> – _____ you _____ (to enjoy) the weather at the weekend / yesterday / last week? – What _____ (to be) the weather like at your place at the weekend / yesterday / last week? – _____ you ever _____ (to experience) very severe weather? 	<p>Sports</p> <ul style="list-style-type: none"> – _____ you _____ (to watch) the football match on TV last night? – What kind of sports _____ you _____ (to do) when you were younger? – _____ you ever _____ (to be) to a live football match of your favourite club? – _____ you ever _____ (to think) of not doing any sports at all?
<p>Experiences from your last holidays</p> <ul style="list-style-type: none"> – _____ you _____ (to be) on a holiday lately? – What _____ (to be) your favourite holiday in the past five years? – How and where _____ you _____ (to spend) your holidays in the past three years? – _____ you ever _____ (to be) on a very active holiday (hiking in the Alps, skydiving etc.)? 	<p>Arriving at the meeting (traffic etc.)</p> <ul style="list-style-type: none"> – _____ you _____ (to have) problems finding the place? – When _____ you _____ (to have) to leave from home to arrive in time for the meeting? – _____ you _____ (to come) by car or public transport? – _____ you _____ (to be) to this place, town, venue etc. before?