

Activity Type

Listening and writing activity, pair work

Focus

Listening comprehension

Question forms

Aim

To transcribe answers and then formulate and write down the questions that were asked.

Preparation

Create a dialogue between two people in which one person is answering the other's questions, e.g. a job interview, someone booking a hotel, a police interrogation, etc.

Level

Any

Time

20 minutes

Introduction

In this engaging dictation activity, students transcribe part of a dialogue where they only hear answers to questions. The students then formulate and write down the questions that were asked to complete the dialogue.

Procedure

Dictate the answers that are given in the dialogue to the students who transcribe them word for word individually.

Next, in pairs, students formulate and write down the questions they think were asked.

Afterwards, go through the correct answers with the class.

Pairs score one point for each appropriate question. The questions do not have to be exactly the same as in the dialogue but should match the answers.

The pair with the most points at the end wins.

Afterwards, students role-play the dialogue, taking turns to be the person asking the questions.

As an extension, students create their own dialogues using the same scenario.

(example dialogue on the next page)

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Procedure continued

Example dialogue - Job Interview (Intermediate - B1)

Q: How are you doing today?

A: I'm fine, thanks.

Q: Very good Sally. Are you ready to start the interview?

A: Yes, I'm ready to begin.

Q: What attracted you to this position?

A: Well, I read about the position on your website, and I think I'm a good fit. It's the kind of job I always wanted.

Q: Why do you believe you are a suitable candidate?

A: I have a bachelor's degree in computer engineering, and I worked for a year after graduating at ABC Software. Also, my final year project was actually developing a mobile application, so I have some ability in developing mobile and web applications.

Q: What is your educational background?

A: I studied at City University, with a degree in computer engineering as I previously mentioned. The school is famed for its computer science department, has some excellent teachers, and offers some great intern opportunities.

Q: What are you looking for in a job?

A: I am looking for a job that offers good career development opportunities, and the chance to work in a highly-respected firm such as yours.

Q: Why do you think you are a suitable candidate for the job?

A: I enjoy working with others, and I'm a good team player. I'm a quick learner and respond well to feedback and advice. I also believe that I am quite creative, and I'm eager to contribute new ideas to the company.

Q: Excellent! Are you OK with working overtime?

A: Totally. In my last job, I often worked late and on weekends to complete important projects.

Q: Do you have any questions for me?

A: No, I think you have outlined all the important requirements and conditions of the job along with all the benefits. So, I feel very clear about everything.