

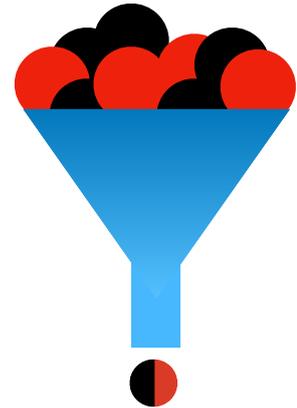
Teleconferences - Paraphrasing

Discussion

How do you feel about long meetings?

Listening

- A:** Ok. Moving on to the next agenda item. Bob is going to talk about training the new hires. Are you there Bob?
- B:** I'm here. Thank you Adam.
- A:** Great. You can take it from here.
- B:** Thank you. Bob here. Thank you everyone for being here. As you know, we hired about fifty new people this summer. I met with the other team leaders last Saturday afternoon. We all agreed that the new employees should complete three additional training sessions before the new year.
Now, are there any questions?
- C:** Candace here Bob. Let me see if I understand. All new hires should finish training by January first. Is that right?
- B:** That is correct. Yes.



Phrases

I met with the other team leaders last Saturday afternoon. We all agreed that the new employees should complete three additional training sessions before the new year.

So, what you're saying is...

all new hires will finish training by January 1st.

Is that right?

Let me see if I understand.

Correct?

Original

Paraphrase

Because of this year's budget, our plans to relocate the office will have to wait until later.

If it's at all possible, could I give you the presentation deck *next* week?

The meeting went well and the client was very happy with our proposal.

Another company is interested in me. They want me to join their accounting department.

Practice

Practice with classmates. Take turns paraphrasing what they say.



Teleconferences - Paraphrasing

Discussion

How do you feel about long meetings?

Listening

A: All right. Moving on to the next item on the agenda. I believe Bob in LA, is going to tell us bit about the advanced training program for all the new hires. Are you there, Bob?

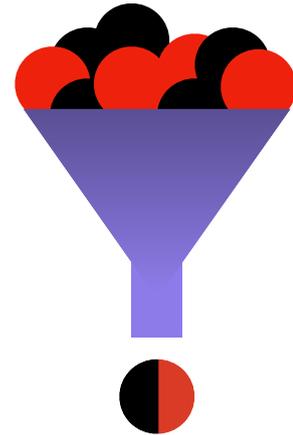
B: Yes. I'm here. Thank you Adam.

A: Great. I'll hand things over to you then.

B: Thanks. Bob here. Thank you everyone for being in the call. As some of you may already be aware, we hired about fifty new people this summer. Recently, I sat down with the other team leaders to talk about their training. Based on performance, and what we have observed, we came to the conclusion that, all of the new employees should complete three additional training sessions before the new year starts. Does anyone have any questions about that?

C: Candace here Bob. Let me just make sure I understand. You're saying that all new hires should complete additional training by January first. Do I have that right?

B: Yes. That's correct.



Confirmation		
Let me just make sure that	I understand.	Do I have that right?
Can I just confirm that	I have it straight.	Is that the gist of it?
I'd just like to check that	I heard you correctly.	Does that sum it up?

Original	Paraphrase
Due to budgetary considerations, our plans for relocating the office will have to be put on hold.	
If it's at all possible, is there any way I could get the presentation documents to you <i>next</i> week?	
Basically the meeting went really well and the client was very happy with our new proposal.	
Another company has expressed interest in having me run their accounting department.	

Practice

Practice with classmates. Take turns paraphrasing what they say.



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General Lesson Plan

Topical warm-up conversation (choose one or more)

- How do you feel about long meetings?
- What can people do to keep meetings from running too long?

5 min

Needs analysis / Feedback

Teacher notes down key patterns / phrases from the students' speaking and gives brief error correction, drill, or pattern reinforcement.

Thinking

In a one-on-one discussion, pairs, or small groups, have students find ways to reword or paraphrase some sample text.

5 - 10 min

Listening

Listen to the conversation. Students write down what they hear with a focus on the key phrases.

5 - 10 min

Reading

Check the meaning of the conversation. It's not important to understand the whole thing. Make sure students understand the key phrases listed below the conversation.

5 - 10 min

Practice

Have students practice paraphrasing the sample text. Later, have them run their own meetings and use the target language.

Lower-level answers:

We're not moving to the new office.
You didn't finish the presentation.
The client approved the proposal.
You're leaving our company.

5 - 10 min

Higher-level answers:

We're not going to move to the new office.
You're not finished with the presentation.
The client approved the proposal.
You're leaving our company.

Helpful hint:

Paraphrasing can be tough even for higher-level students. Practice is key here. Have them give the gist, or the main idea of a story in order to start paraphrasing more easily.