**Aufgabenbeispiel**

**Semester 1, 1. Quartal, Einheit 1**

***Spelling, numbers***

***Getting restarted*, Semester 1, 1. Quartal, Einheit 1**

*Buchstabieren und Zahlenangaben im Englischen zu beherrschen, ist eine wichtige Fähigkeit in vielen beruflichen sowie privaten Zusammenhängen. Die folgende Unterrichtssequenz ermöglicht die Wiederholung und Festigung im Umgang mit den englischsprachigen „Alphabet and Numbers“.*

**1. 🗣 Speaking – *The optician’s eye chart***

1. Look at the optician’s eye chart (**📋Doc** 1) and read the letters out loud.

2. Which letters are pronounced in the same way? Create categories.

**📋Doc 1**

**A H J K**

**B C D E G P T V**

**F L M N S X Z**

**I Y**

**O**

**Y U W**

**R**

**2. 🗣 Speaking – *Names and figures***

1. Walk around in class. Ask other students for their names and numbers.

2. Complete the table (**📋Doc 2).**

3. Make sure you spell the names right.

**📋Doc 2 – Names and figures**

**!!!! Important class data !!!!**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **name, first name** | **address** | **telephone** | **mobile** | **E-Mail** |
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**3. 👂Listening Comprehension – *Operator***

*You want to apply for a work placement but you do not know the telephone number of the company. So you call the “operator” for help.*

1. Read the tasks.

2. Listen to the dialogues.

3. Note down the missing information.

4. Listen again and check your answers.

1. The number of the restaurant is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. The post code is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3. The person’s name of personnel office is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. For more information check: www.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5. You can also e-mail to Mariah C. Toklahoma@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_washington.

6. The special hotline for personnel affairs is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

7. Send your facsimile to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

8. Feel free to ask \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for more information.

9. Leave a message for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. He will call you back.

10. Send your application via e-mail to Judy.Walter@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**4. 🕮 Reading comprehension – *The James Joyce language centre***

*Stephen is interested in doing a language course. He calls the information hotline of the James Joyce language centre for more information.*

1. Read the text below.

2. Put the sentences in the right order (1 - 20).

3. Check your answers with your partner.

**□ That would be great!**

**□ Good morning. I’d like some information about your evening courses for beginners.**

 **□ Stephen. That’s S-T-E-P-H-E-N .**

**□ I would like to learn Spanish.**

**□ We have interesting courses for beginners. Can we send you the information by mail?**

**1. Good morning, James Joyce language centre. How can I help you?**

**□ Lowrance.**

**□ O.k. What language would you like to learn?**

**□ Fine. So I need your personal data. What’s your surname?**

**□ What’s your first name, please?**

**□ Can you spell that, please?**

**□ L-O-W-R-A-N-C-E**

**□ Ok. Thank you. We will send you the information shortly. Goodbye.**

**□ 24, King Street in Dublin.**

**□ And what’s your telephone number?**

**□ 366 572 109**

**20. Thank you. Bye.**

**□ Yes, of course. 366 572 109**

**□ What’s your address?**

**□ Sorry, can you repeat that, please.**

**5. 🗣 Speaking – *Role play***

*You want to take part in a language course at James Joyce language centre.*

1. Work with a partner and choose your role (A or B).

2. Complete the information card for the language centre. You can choose whatever name, address etc. you like.

3. Check that the names and numbers are correct.

4. Change roles and do the dialogue again.

|  |  |
| --- | --- |
| **Partner A** | **Partner B** |
| You work for the James Joyce language centre. Ask the caller what kind of course he/ she is interested in and write down all the personal details. | You are calling the James Joyce language centre. Give all the details and dictate the names and numbers to your partner. |

**📋Doc 3 – Role play**

**✪James Joyce Language Centre**

**Summer Language courses**

|  |
| --- |
| **Name, surname** |
| **Address:**  |
| **phone number** | **language you are interested in:****□ Spanish****□ Italian****□ Russian****□ other : ……………………………** |
| **E-Mail:**  |
|  |
| **level: □ beginner □ intermediate □ advanced** |

Anhang

**Lösungen**

**3. 👂Listening Comprehension - *Operator***

1. The number of the restaurant is\_\_\_\_\_\_\_\_\_\_7 8 3 6 6 4 6 6\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. The post code is \_\_\_\_\_\_\_\_\_\_8 7 1 6 4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3. The person’s name of personnel office is \_\_\_\_\_ Witherborough\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. For more information check: www.\_\_\_\_\_\_ mpljasper.com\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5. You can also e-mail to Mariah C. Toklahoma@\_\_\_\_\_\_ co.gov.dc.\_\_\_\_\_\_\_\_\_\_washington.

6. The special hotline for personnel affairs is: \_\_\_\_\_\_\_\_\_\_0 2 4 7 0 1 9 5 6 5\_\_\_\_\_\_\_\_\_\_\_\_\_.

7. Send your facsimile to: \_\_\_\_\_\_\_\_\_\_\_\_44 0571 69432\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

8. Feel free to ask \_\_\_\_\_\_\_\_\_ Mr. Botheroyd \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for more information.

9. Leave a message for \_\_\_\_\_ Peter Clark \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. He will call you back.

10. Send your application via e-mail to Judy.Walter@\_\_\_\_\_ kocl.avm.co.uk \_\_\_\_\_\_\_\_\_\_\_\_\_.

**4. 🕮 Reading comprehension - *The James Joyce language centre***

**6. That would be great!**

**2. Good morning. I’d like some information about your evening courses for beginners.**

**12. Stephen. That’s S-T-E-P-H-E-N.**

**4. I would like to learn Spanish.**

**5. We have interesting courses for beginners. Can we send you the information by mail?**

**1. Good morning, James Joyce language centre. How can I help you?**

**8. Lowrance.**

**3. O.k. What language would you like to learn?**

**7. Fine. So I need your personal data. What’s your surname?**

**11. What’s your first name, please?**

**9. Can you spell that, please?**

**10. L-O-W-R-A-N-C-E**

**19. Ok. Thank you. We will send you the information shortly. Goodbye.**

**14. 24, King Street in Dublin.**

**15. And what’s your telephone number?**

**16. 366 572 109**

**20. Thank you. Bye.**

**18. Yes, of course. 366 572 109**

**13. What’s your address?**

**17. Sorry, can you repeat that, please.**

**Transkript**

**3. 👂Listening Comprehension – *Operator***

**Text 1**

Operator: UK operator. How can I help you?

Caller: Good morning. I need the telephone number of Porter’s English Restaurant in London.

Operator: No problem.

 The telephone number you request is 7 8 3 6 6 4 6 6.

 It’s 7 8 3 6 6 4 6 6.

 If you wish to listen to the number again press 1. If you …

**Text 2**

Susie: Susie Langon speaking.

Emma: Hi Susie, it’s Emma.

Susie: Hi.

Emma : Listen, Susie. I need to send the documents to this firm in Albuquerque. Which zip code do I need?

Susie: The zip code you need is 8 7 1 6 4 and the area code is 5 0 5.

Emma: Alright. 8 7 1 6 4. Thanks a lot.

Susie: You’re welcome.

**Text 3**

Operator: Harrods London. Good morning. My name is Ashley Townsend. How can I help you?

Tom Huston: Good morning. My name is Tom Huston. I’m interested in the job of a sales assistant you are looking for. I’d like to address my application directly to the responsible person of the personnel office. Could you give me his or her name, please?

Operator: Yes, of course. No problem. You can send your application directly to Martin Witherborough.

Tome Huston: I’m sorry. Could you spell his last name, please?

Operator: Sure. It’s Martin Witherborough. W – I – T – H – E – R – B – O – R – O – U – G – H.

Tom Huston: W – I – T – H – E – R – B – O – R – O – U – G – H. Is that correct?

Operator: Yes, you’ve got it right.

**Text 4**

Operator: Escape to Jasper in the Canadian rockies! Unfortunately, all operators are busy. Hold the line or call later. You will also find detailed information about us on our website www.mpljasper.com. We hope to welcome you soon in one of our cosy lodges in the most spectacular and wonderful Canadian area.

**Text 5**

Kirsten: I don’t know. Sending our offer by mail takes too long. Can’t I just send them an e-mail?

Spencer: I see your point … Yes, you’re right. Send it right to Mariah C. Toklahoma.

Kirsten: Okay. What’s her e-mail address?

Spencer: It’s Mariah.C.Toklahoma@co.gov.dc.washington.

Kirsten: I nearly got it. Can you tell me again?

Spencer: Mariah.C.Toklahoma@co.gov.dc.washington

**Text 6**

Mr. Growny: I’m sorry. I can’t help you there. You must speak directly with someone from the department for personnel affairs.

Abby Walters: I see. Could you give me the number, please?

Mr. Growny: Of course. It’s 0 2 4 7 0 1 9 5 6 5. Do you want me to repeat it?

Abby Walters: Yes, please.

Mr. Growny: 0 2 4 7 0 1 9 5 6 5.

**Text 7**

Brenda Lee: Look Walter. I really need it as fast as possible. Why don’t you send me a fax?

Walter Scott: OK. If it is that urgent. What’s the number?

Brenda Lee: It’s 44 0571 69432.

Walter Scott: Let me check if I got it all right …44057169432.

Brenda Lee: That’s it.

**Text 8**

Mr. Bowley: *Hustley and Brightman medical instrument cooperation*. My name is Bowley. How can I help you?

Mr. Hutson: Good morning. My name is Mark Hutson from Townsend medical centre. We’re interested in one of your new medical machines.

Mr. Bowley: I’m sorry, I can’t help you there. But Mr. Botheroyd will be happy to answer all your questions.

Mr. Hutson: Excuse me, Mr. who?

Mr. Bowley: Mr. Botheroyd is the person you need. B – O – T - H – E – R – O – Y – D.

**Text 9**

This is 01 24 64 68 99. Peter Clark. I’m not in at the moment but you can leave a message. I’ll call back.

**Text 10**

Judy Walter: I think you have good chances in getting the job. Why don’t you send in your application?

Scott Nope: Thanks. Yes, I will do this. Who can I e-mail it to?

Judy Walter: You can send it to me. My e-mail address is Judy.Walter@kocl.avm.co.uk.

Scott Nope: Judy.Walter@kocl.avm.co.uk.

Judy Walter: That’s right.