



Activity 9: Teleconferences Challenge

This activity wants to introduce a fun way in order practice your teleconferencing skills. Within this activity, the learners have the opportunity to test their knowledge on teleconference vocabulary and practices.

Abstract:

This activity aims at allowing the learners to have fun, while answering questions on teleconferencing skills. This activity will test their knowledge of the topic and, at the same time, allow them to hone their skills on virtual bowling.



Teleconferences Challenge

[Teleconferences Challenge](#)

Topic:

teleconference

Basic skills:

teleconference vocabulary, Business English

Keywords:

online meeting, skills, vocabulary, Business English

Cost:

Free

Duration:

According to player's ability and time

Rating:

(Tick the smiley to remember how much you liked it!)

😊 😐 😞





Description of learning outcomes

The learning outcomes of this activity are to:

- ✓ assess knowledge on teleconferencing skills in a fun way

Skills

The skills tested in this activity are related to Business English:

- ✓ understanding of teleconferencing practices

Competences

This activity wants the learners to be confident enough in their knowledge and skills on teleconferences:

- ✓ teleconference vocabulary
- ✓ teleconference practices

Knowledge

The learners know at the end of the activity the level of their knowledge on the topic of Teleconference:

- ✓ How to understand teleconference vocabulary
- ✓ How to use the teleconferencing skills they acquired

Activity description

Consider the following steps for the development of the activity.

Teleconferences Challenge

This activity utilises a computer -based approach that allows learners to test their knowledge on teleconferencing skills in a fun way. The amount of time required to finish this activity depends on the time that each learner needs to do so.

Preparation of activity

For preparing this activity, the learners need to enter this link:
http://www.businessenglishpod.com/quiz/teleconferences/telecon_game.html.

Implementation of activity

- 1) The learners read the instructions for the activity.
- 2) They answer each question and they play a frame of bowling.
- 3) After completing the test and the ten frames of bowling, the learners find out their score





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Methodological summary:

- ✓ Working method: some information should be taught and followed by individual work and group discussions
- ✓ Assessment/evaluation method:
 - * Formative evaluation: make a quiz and ask the participants questions; presenting and comparing results from their answers, etc.
 - * Learning diaries - incite the learners to take notes of the most important things they learnt (enhancing the ability to extract information and draw conclusions)
- ✓ Methodological recommendation for implementation in existing training measures:
 - * It is important to gain the learners' interest and to motivate them well for this task; they develop their civil courage competences and learn about suitable possibilities for action.
- ✓ Learning environment preparation: their own space
- ✓ Resources/ materials needed: computer, Internet connection, keyboard, mouse
- ✓ Motivation drivers for learners: Business English
- ✓ Suggested activity to do next: further readings on Business English, its importance to the business world, expanding their Business English vocabulary





Handout for participants

Teleconferences Challenge

Within this activity you test your knowledge on Teleconferences (vocabulary and techniques).

Required Material

- ✓ Computer / Laptop
- ✓ Keyboard, mouse
- ✓ Internet connection

Your task:

Get ready for the activity!		
 <p>Source: Google</p>	<p>STEP 1 Connect to the Internet, and enter the link.</p>	<p>Consider... In case you have trouble enabling Adobe Flash Player, please visit this link: How to enable Adobe Flash Player</p>
Do it...		
 <p>Teleconferences Challenge</p>	<p>STEP 2 Answer the questions and play bowling.</p>	<p>Notes on Step 2 Keep in mind what you have learnt on online meetings. You can find theoretical input on each question after answering it.</p>
 <p>Source: Adobe Stock</p>	<p>STEP 3 The coach explains the reasoning behind each answer, and takes the opportunity to summarise what is learnt on the specific topic. They encourage the learners by providing them with some tips or examples so that they can select the correct answer(s).</p>	<p>Notes on Step 3 Useful tips and theoretical input by the coaches. Further discussion of the topic. You can use this activity as many times as you want. Keep in mind though that the questions are the same.</p>
The finish...		
 <p>Source: follow-up icon</p>	<p>STEP 4 The coach discusses with the learners whether the activity fulfilled its purpose, whether they liked it or not, and generally receives feedback on the activity.</p>	<p>Notes on Step 4 Discussion of the learning activity.</p>





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Your Notes:

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SELF
REGENERATE

