Task 4

BUSINESS MATTERS 1

1. You are going to read an article about designing a training workshop. Before you read, look at the title of the article. Do you have any experience with training workshops? If yes, did you like it? Why? Why not?
2. Read the article and write the headings in the correct paragraphs (7 – 10).

Write the content!

Review

List the materials you’ll need

Add timings

1. Explain the following words (underlined in the text). You may use the Oxford Advanced Dictionary Online to look up a definition: <https://www.oxfordlearnersdictionaries.com/>
2. charity
3. spectrum
4. hesitant
5. resistant
6. scrimp
7. leeway
8. sneak
9. handouts
10. balance
11. ambivalence
12. Read the article again. Answer the questions about the 5th paragraph (*Decide how you want to teach each section*).
13. What learning styles are mentioned?
14. What technical equipment can be used during a presentation?
15. What techniques can be used during group discussion?
16. What learning style is suitable when each participant has a basic understanding of the topic?
17. What learning style is suitable when participants need to think about something unique?
18. What learning style should you prefer if you want to organize a training workshop?