

### **Business English needs analysis ranking task**

*With a partner, rank the things below from number 1 (the most important thing to do in the classroom) to number 10 (the least important thing).*

- Practising emailing
  - Practising telephoning
  - Role-playing business meetings
  - Practising how to be polite in English
  - Learning idiomatic Business English phrases (ones that native speakers and newspapers use)
  - Learning how to explain numbers and graphs
  - Practising giving business presentations
  - Studying grammar that comes up in typical business communications (e.g. Present Continuous for making arrangements)
  - Studying functional language that comes up in typical business communications (e.g. requests, offers, apologies, complaints)
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