

TOP NOTCH

Top Notch 3 Weblinks

Unit 1

Make Small Talk

Some of the forms listed here are in PDF format, which is readable by Adobe® Acrobat Reader®. The Reader is available as a free download at adobe.com/reader

Preview

The following website provide tips on business etiquette rules. Students can compare with the rules in the email on page 2. Then have them write sentences beginning with *Don't* using information from the site and adding their own ideas.

<http://www.inc.com/graham-winfrey/dos-and-donts-for-business-travelers-abroad.html>

<http://www.forbes.com/sites/susanadams/2012/06/15/business-etiquette-tips-for-international-travel/>

Students can read the following article about rules for address in a business setting. Ask the class: "According to the author, when is it OK to use a first name or nickname in a business setting?"

<http://www.netmanners.com/12/dr-mr-ms-mrs-first-name-last-name/>

Lesson 1

The following article on About.com suggests ten common topics for small talk. In pairs, students can use these ideas to practice making small talk.

<http://socialanxietydisorder.about.com/od/copingwithsad/tp/Small-Talk-Topics.htm>

Lesson 2

This site provides a printable weekly scheduling calendar showing the hours of the day and days of the week. Students can complete the calendar with details of what they did the previous week. In pairs, they can ask questions about and describe their activities.

<http://www.iworkcommunity.com/content/weekly-calendar-for-pages>

Lesson 3

The following websites each present an interactive cultural awareness quiz. To test their knowledge about cultural dos and don'ts around the world, have students take the quiz. Afterwards, in small groups, have students compare quiz results and talk about any information they learned.

<http://www.kwintessential.co.uk/resources/quiz/dining.php>

<http://dfaintercultural.com/resources-and-store/culture-quizzes/>

On the University of Florida website you can find a list of 20 surprising cultural taboos from around the world (Opens as a PDF file). Give one cultural taboo to each student and have them invent two false taboos for that country. In pairs, have students read the taboos aloud and try to guess which taboo is the true one.

<https://www.ufic.ufl.edu/Documents/20%20Cultural%20Taboos.pdf>

The Kwintessential website offers a global guide to culture, customs and etiquette. Have students click on a country and then read through the Etiquette and Customs section. Then have them write down the 3-4 most interesting pieces of information to report back to the class.

<http://www.kwintessential.co.uk/resources/country-profiles.html>

Lesson 4

The following online forums contain discussions about the most important cultural changes that have happened in the last 50 years. In pairs, have students read the comments and talk about changes to their own culture. Finally, have each student compose and post his or her own comments to the websites.

<http://www.enotes.com/homework-help/describe-social-change-that-occurred-within-l-393550>

http://resources.alibaba.com/topic/40659/Changes_in_our_culture_40_to_50_years_ago.htm