

## Readers' tips EASY

### Learners

I write out the words I don't know from texts that I read in *Business Spotlight* or books or documents from work. Then I learn these words each day in the bus.

**Dirk Korndörfer**

Learning should be fun and there should be a target so that one can look forward to putting into practice what one has learned. One thing I do is to read the texts first, then listen to the audio — first without the text, to see how much I can understand, and then with the text. I listen to the audio numerous times in order to really get the pronunciation in my blood.

**Andrea Klein**

Practise, practise, practise — and don't be afraid to speak. Remember: other people also make mistakes. I learn vocabulary with Outlook Tasks. I have set up a special folder. If I get a word right, I increase the counter and set a date for repeating it. If I get the word wrong, I repeat it sooner.

**Christoph Zimmerbauer**

### Teachers

As most of my course participants who need English at work are “middle-aged” and have little time, it is important before the courses start to do a detailed needs analysis and also find out what type of preferences the learners have (tactile, auditory, visual). Only then can the required language skills be taught effectively.

**Dina Schüle, translator and trainer**

Do not be afraid to make mistakes when speaking! It is one of the best ways to learn. Your message will be understood and the fine-tuning comes with practice! The more you practise, the more you will build your confidence!

**Cynthia Cook, teacher**

I teach vocabulary using a practical, associative approach. I teach my learners how to swap letters in a word to get the translation. By doing so, learners are eventually able to identify the meaning of words in context. Creating an awareness of homophones also helps. With beginners, I use the “look, cover, write, check” method (<https://www.theschoolrun.com/Look-Cover-Write-Check-explained>).

**Christa Hamilton, teacher and coach**

**approach** [ə'prəʊtʃ]  
• Vorgehensweise

**auditory** ['ɔ:ditəri]  
• auditiv

**fine-tuning**  
[,faɪn 'tju:niŋ]  
• Feinschliff

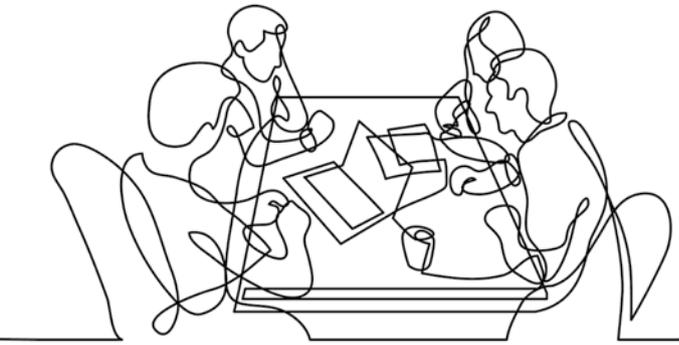
**folder** ['fəʊldə]  
• Ordner

**homophone**  
['hɒməfəʊn]  
• Homophon, gleich-lautendes Wort

**swap sth.** [swɒp]  
• etw. vertauschen

**tactile** ['tæktəri]  
• haptisch

**target** ['tɑ:ɡɪt]  
• Ziel



**M**<sub>3</sub>

**Prepare carefully** for important international meetings in English. Persuade your colleagues to do the same. This helps you see where any linguistic bottle-necks are. You then have the chance to practise before the actual meeting.

**Ken Taylor**

**E**<sub>1</sub>

**E**<sub>1</sub>

Make sure you let your teacher know exactly what types of meetings you attend. Not all meetings use the same type of language, and your teacher can only help you if they know what you need.

**Evan Frendo**

**T**<sub>1</sub>

**I**<sub>1</sub>

Too many international meetings in English are inefficient because not everyone understands what has been said, and they don't speak up. So check and clarify your understanding regularly. This will not only help you to improve your English, it should also improve your meeting outcomes.

**Mike Hogan**

**N**<sub>1</sub>

**G**<sub>2</sub>

**S**<sub>1</sub>

If you have a particular topic that you need to discuss at a meeting, email your trainer in advance so that she can prepare something for the next lesson. Write the questions you want to ask — or that people might ask you about a certain topic — and take them with you to your next lesson so that you can practise them.

**Karen Richardson**

Being able to say clearly in English who you are and what you do is a basic professional communication skill. You should say your name, the name of your company and your location slowly and clearly. You also need to know your job title in English and be able to explain briefly and simply what your company does.

**Steve Flinders**

**bottleneck**  
['bɒtəlnek]  
• Flaschenhals; hier: spezifisches Problem

**briefly** ['bri:flɪ]  
• kurz (gefasst)

**clarify sth.**  
['klærəfaɪ]  
• etw. klären

**in advance**  
[,ɪn əd'vɑ:ns]  
• im Voraus

**outcome** ['aʊtkʌm]  
• Ergebnis

**speak up** [,spi:k 'ʌp]  
• sich äußern