

Activity Type

Vocabulary Exercises: matching, gap-fill, binary choice

Speaking Game: asking and answering questions, impromptu speech, forming sentences from prompts, controlled and freer practice (pair and group work)

Focus

Collocations related to work

Aim

To learn and practice collocations commonly used at work.

Preparation

Make one copy of the worksheet for each student. Also, make one copy of the game board and cards for each group of three or four and cut the cards out as indicated.

You will also need a dice and counters for each group.

Level

Intermediate (B1)

Time

45 minutes

Introduction

In this business collocations worksheet and board game, students learn and practice collocations commonly used at work.

Procedure

Give each student a copy of the worksheet.

Students begin by matching each adjective to a noun to form collocations related to work.

Exercise A - Answer key

1. d 2. g 3. f 4. c 5. a 6. e 7. i 8. j 9. h 10. b

Students then use the work-related collocations to complete sentences.

Exercise B - Answer key

- | | |
|-----------------------------|----------------------------|
| 1. team meeting | 6. effective communication |
| 2. busy schedule | 7. new opportunity |
| 3. successful project | 8. key decision |
| 4. regular updates | 9. working relationship |
| 5. professional development | 10. conference call |

Next, students underline the correct collocation to complete each sentence.

Exercise C - Answer key

1. new opportunity
2. team meeting
3. key decision
4. successful project

After that, divide the students into groups of three or four.

Give each group a copy of the game board, a set of cards, a dice and counters.

Ask the students to shuffle the cards and place them face-down in a pile on the desk.

Players then take turns rolling the dice and moving their counter along the board.

(continued on the next page)

Note: This resource can be edited using a PDF editor.

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Procedure continued

When a player lands on a collocation, they pick up a card and follow the instructions in the prompt using the collocation in their response.

For question cards, players ask another student a question using the collocation, e.g. 'Have you ever lead a team meeting at work?'

For sentence cards, players create a sentence with the collocation, e.g. 'The company made a key decision to replace the CEO.'

For experience cards, players share a personal experience related to the collocation, e.g. 'Last week, I gave a presentation during a conference call.'

The other students listen and judge the player's response.

If the player gives a suitable response, they stay on the square.

If not, the player goes back two squares.

The card is then placed at the bottom of the pile, and it's the next player's turn.

The first student to reach the finish wins the game.

Note: This resource can be edited using a PDF editor.

A. Match each adjective to a noun to form collocations related to work.





- | | |
|------------------------|------------------|
| 1. regular | a. project |
| 2. key | b. development |
| 3. new | c. schedule |
| 4. busy | d. updates |
| 5. successful | e. communication |
| 6. effective | f. opportunity |
| 7. working | g. decision |
| 8. team | h. call |
| 9. conference | i. relationship |
| 10. professional | j. meeting |

**B. Complete the sentences with the work-related collocations above.**

1. We have a every Monday to discuss our weekly goals.
2. Despite his, he always makes time for his family.
3. The was a result of hard work and excellent teamwork.
4. She provides on the project's status, so we are on the same page.
5. We offer programs to help employees enhance their skills.
6. is essential for the success of any team.
7. The in the sales department has many employees excited.
8. The board made a to expand the company internationally.
9. A positive with colleagues is important for effective teamwork.
10. The managers from different branches will join a to finalise the merger details.

C. Underline the correct collocation to complete each sentence.

1. She is interested in the *new opportunity* / *professional development* in the marketing team.
2. Our *team meeting* / *successful project* is scheduled for tomorrow in the company boardroom.
3. The CEO's *key decision* / *regular updates* will effect the company's future direction.
4. The *successful project* / *working relationship* was celebrated by the entire team.

busy schedule	regular updates	conference call	key decision	working relationship	Finish
effective communication					
professional development	successful project	conference call	team meeting	regular updates	busy schedule
					new opportunity
working relationship	key decision	professional development	successful project	effective communication	conference call
busy schedule					
new opportunity	effective communication	professional development	team meeting	regular updates	successful project
					busy schedule
Start	key decision	new opportunity	team meeting	working relationship	regular updates

Ask another player a question using the collocation.

Create a sentence using the collocation.

Share a personal experience related to the collocation.

Ask another player a question using the collocation.

Create a sentence using the collocation.

Share a personal experience related to the collocation.

Ask another player a question using the collocation.

Create a sentence using the collocation.

Share a personal experience related to the collocation.

Ask another player a question using the collocation.

Create a sentence using the collocation.

Share a personal experience related to the collocation.

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Create a sentence using the collocation.

Share a personal experience related to the collocation.