

## **Workplace Simulations**

by Arlington Hills Functional Work English Program

### **Purpose:**

- To prepare students for workplace situations
- To combine various levels and classes for multi-level conversation

### **Objectives:**

- Students will be introduced to various workplace dialogues.
- Students will practice simple workplace skills.
- Students will interact with other students in a mock workplace.

### **Prep:**

- Think about the unit or topic that you will be covering and create a mock environment.
- Create a simple dialogue (worker and customer) for students to follow. It helps to spend some time practicing this in class before the simulation.
- Bring in authentic materials such as clothing, food, coffee or money.
- Create a "passport" basically a list of your dialogues and a box next to it for the teacher to check off.

### **Steps:**

- Have half of the students stay in the room as the "workers" and have them read the worker portion of the dialogue.
- The other students enter the room as the "customers" and read the customer portion of the dialogue.
- They visit each of the stations or scenarios and check each off in their "passport," as they complete each station.
- When the first group is finished, they switch roles and repeat the activity.

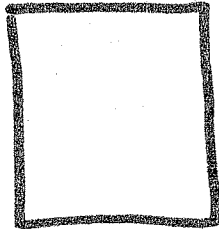
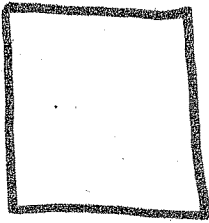
### **Follow-Up:**

- Follow up by reviewing the conversations in class.
- Give a dictation on new vocabulary words learned or sentences, depending on the level.
- Extend the activity by having students create another dialogue that might happen in each workplace scenario.

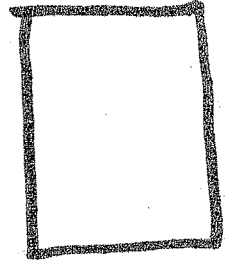
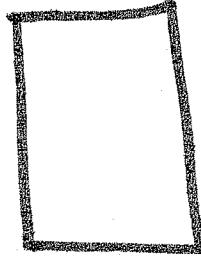
\*\* Attached is a sample of one workplace scenario with dialogues and passport.

# Passport

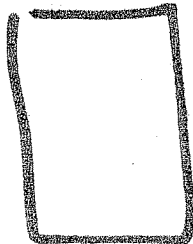
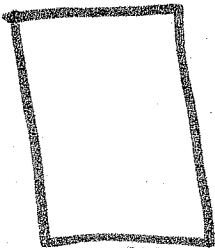
doctor



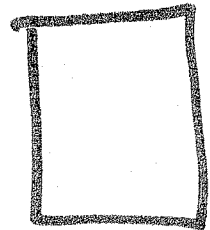
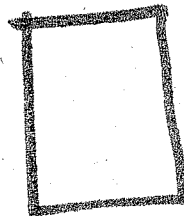
grocery store



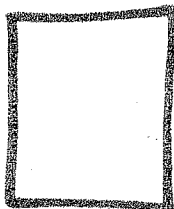
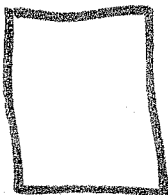
bank



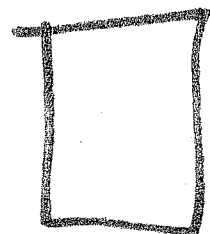
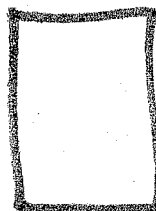
dentist



coffee shop



baby store



## The Coffee Shop

*Shop Worker:* Good morning. Can I help you?

*Person:* Yes, I want a cup of \_\_\_\_\_.

*Shop Worker:* What size do you want?

*Person:* I want a \_\_\_\_\_.

*Shop Worker:* Do you want cream?

*Person:* \_\_\_\_\_.

*Shop Worker:* Do you want sugar?

*Person:* \_\_\_\_\_.

*Shop Worker:* Here you go.

*Person:* Thank you.

## The Grocery Store

*Person:* I want to buy a \_\_\_\_\_.

*Checker:* Ok. That will be \$\_\_\_\_\_.

*Person:* Here's \$\_\_\_\_\_.

*Checker:* \$\_\_\_\_\_ is your change. Have a good day.

*Person:* Thank you. You too.

## The Baby Store

*Shop Worker:* Good morning. Can I help you?

*Person:* Yes, I need baby clothes for a girl.

*Shop Worker:* Do you like this?

*Person:* Yes. How much is it?

*Shop Worker:* It's \$\_\_\_\_\_.

*Person:* Ok. I'll buy it.

## The Bank

*Banker:* Good morning. Can I help you?

*Person:* Yes, I want to cash a check please.

*Banker:* Can I see your ID?

*Person:* Yes. Here it is.

*Banker:* Do you want your cash in 10s or 20s?

*Person:* 20s please.

*Banker:* Ok. Here is your cash. Thank you.

*Person:* Thank you.