

Conversation Champions

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APPENDIX A: Text of Sample Conversation With Phrasal Verbs

Bank Teller: Good Morning! How can I **help** you **out** today? It looks like you're confused. Can you tell me what the problem is?

Customer: Hi! Can you **help** me **out**? It looks like my computer is down and I can't **look up** my bank statement. It's a problem because I have to **add up** my expenses in order to pay my bills next week. Can you tell me what deposits and withdrawals have been made in the past month so I can **write down** the numbers?

Bank Teller: If you fill out and **hand in** a request form with your account number and signature, the bank will **make up** a copy of the transactions for the past month for you to **look over**. Here's the form. Just **write up** your request. If you want me to **look up** your account number, I'll need your social security number. Just **write it down** here. You can sit at the desk to **fill out** the form.

Customer: Also, do you **hand out** safe deposit box information at this office? I'm interested in getting a safe deposit box for my valuables. It would be nice to be able to only **check out** the documents and jewelry from the bank when I need them, so that they don't get lost at home. I'm sure I'll have to **turn in** an application form, but maybe I can **fill out** the form later and **hand it back** to you the next time I'm in the bank. Once I fill out the request form for my bank statement, I hate to have to **do over** all that personal information.

Bank Teller: When you **finish up**, come back here. I'm glad to be able to help you in any way I can.

Customer:

Thanks for your help. See you later! Have a nice day!

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APPENDIX B: Info Gap Questions

Group 1	Group 2
Instructions: Listen to half of the conversation. While you listen, take notes to tell your partner.	Instructions: Listen to half of the conversation. While you listen, take notes to tell your partner.
Help out When? _____ Who? _____	Look up What? _____
Hand in What? _____	Add up What? _____
Make up What? _____ For when? _____	Write down What? _____
Write up What? _____	Hand out What? _____ Where? _____
Look up What? _____	Check out What? _____ When? _____
Write down Where? _____	Turn in What? _____
Fill out What? _____ Where? _____	Fill out What? _____ When? _____
Finish up Then what? _____	Hand back When? _____

APPENDIX C: Cloze of Sample Conversation

Bank Teller: Good Morning! How can I _____ you _____ today? It looks like you're confused. Can you tell me what the problem is?

Customer: Hi! Can you help me out? It looks like my computer is down and I can't _____ my banking records. It's a problem because I have to _____ my expenses in order to pay my bills next week. Can you tell me what deposits and withdrawals have been made in the past month so I can _____ the numbers?

Bank Teller: If you fill out and _____ a request form with your account number and signature, the bank will _____ a copy of the transactions for the past month for you to look over. Here's the form. Just _____ your request. If you want me to _____ your account number, I'll need your social security number. Just _____ it _____ here. You can sit at the desk to _____ the form.

Customer: Also, do you _____ safe deposit box information at this office? I'm interested to get a safe deposit box for my valuables. It would be nice to be able to only _____ the documents and jewelry from the bank occasionally, so that they don't get lost at home. I'm sure I'll have to _____ an application form, but maybe I can _____ the form later and _____ it _____ to you the next time I'm in the bank. Once I fill out the request form for my bank statement, I hate to have to do over all that personal information.

Teller: Oh, sure. Here's the safe deposit box information. When you _____, call me. I'm glad to be able to help you in any way I can.

Customer: Thanks for your help. See you later! Have a nice day!

APPENDIX D: *Student Instructions*

Work with your partner to create a conversation explaining one of the five processes listed below. Your topic is “What is the best way to . . .?” Choose one of the following topics:

- how to budget expenses
- how to get to your house from campus
- how to find a job
- how to prevent theft
- how to find a place to live

Requirements

1. Preparation of the conversation on one of the assigned topics
2. Clear English
3. Natural speech (not reading or memorized)
4. Three phrasal verbs used correctly (three by each speaker)
5. Two uses of questions to clarify
6. Two uses of comparatives or superlatives (*better than, more...than, the best, the most . . .*)
7. Three uses of transition words (*after, next, then, first, second, third, last, finally*)

You will perform your dialogue for your classmates. For homework, record your conversation and post it on the class website.

APPENDIX E: Student Rubric

Name: _____ Topic: _____

	Name:	Name:
<p>Phrasal Verbs</p> <p>Ex: <i>Turn on the machine.</i></p> <p>or</p> <p><i>Write down the directions.</i></p>		
<p>Transition Words</p> <p>Ex: <i>First, second, third, then, finally</i></p> <p>or</p> <p><i>Next, you need to write down the information.</i></p>		
<p>Comparison</p> <p>Ex: <i>This is the best way to bake a cake.</i></p> <p>or</p> <p><i>Which is better?</i></p>		
<p>Questions to Clarify</p> <p><i>What did you say?</i></p> <p>or</p> <p><i>Did you say, "Look up the name of the book?"</i></p>		

Additional Comments:

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APPENDIX F: Teacher Rubric

Topic: _____

	Name:	Name:
<p align="center">Phrasal Verbs (15 pts)</p> <p align="center"><i>Three (3) phrasal verbs by each speaker</i></p>		
<p align="center">Transition Words (15 pts)</p> <p align="center"><i>Three (3) words</i></p>		
<p align="center">Comparative/Superlative (10 pts)</p> <p align="center"><i>Two (2) words</i></p>		
<p align="center">Questions to Clarify (10 pts)</p> <p align="center"><i>Two (2) questions</i></p>		
<p align="center">Content (30 pts)</p>		
<p align="center">Natural Speech (10 pts)</p> <p align="center"><i>(Read with emotion/Did not read or memorize)</i></p>		
<p align="center">Clear English (10 pts)</p>		

Additional Comments: