

Improving your English skills by using
language techniques

ENABLE



English Language Bureau

Welcome!

Your facilitator for today is



Missing words!

- Choose a number and fill in the missing word or words in the idiom.
- An idiom is a common expression that has a meaning that is very different from the literal meaning of the words.
- These are all idioms you might hear in the workplace.
- Example: *She got cold feet.*

Doesn't literally mean her feet were cold! The meaning is that she was nervous about something and didn't want to go ahead.



1

2

3

4

5

6

7

8

9

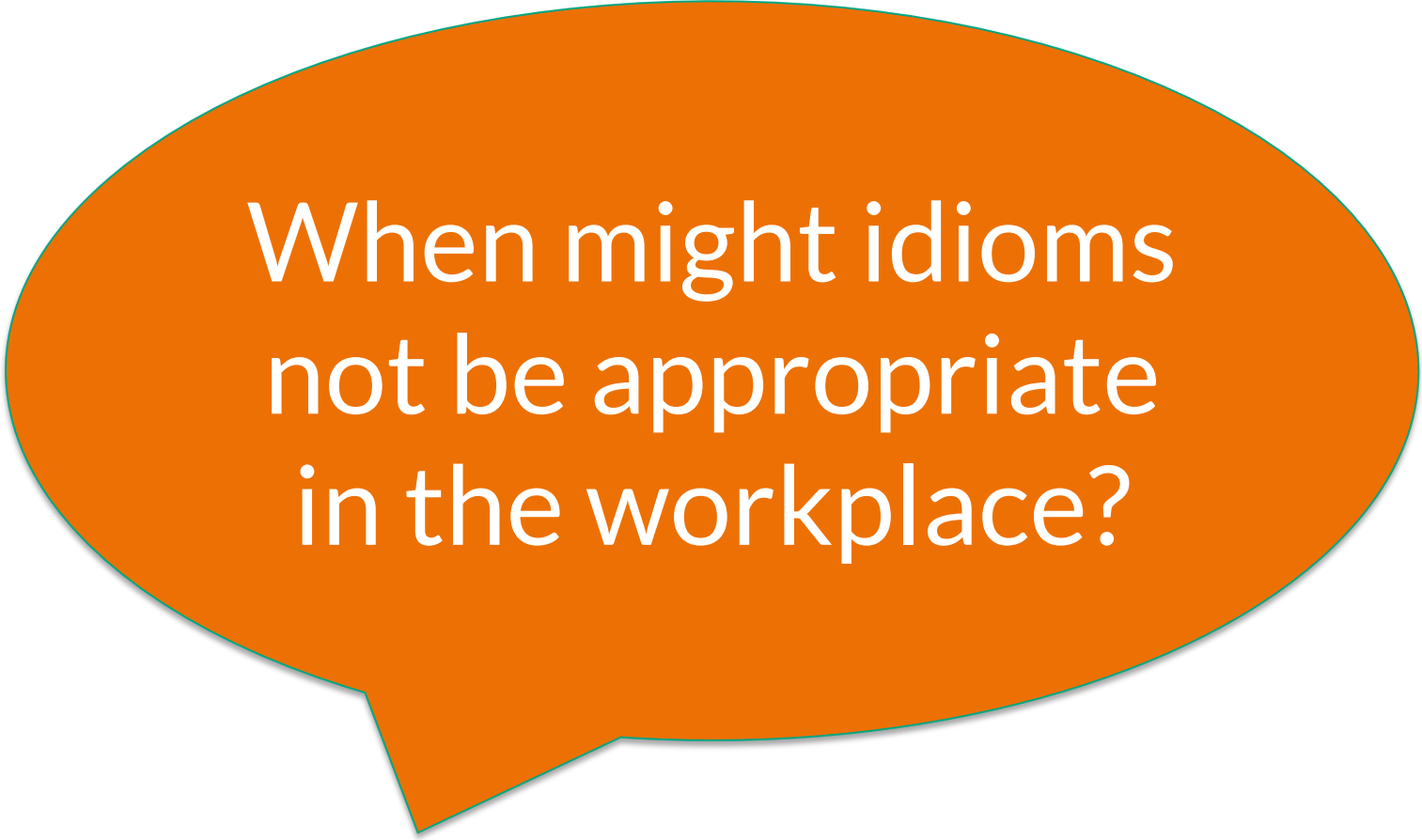
10

11

12

Aims of the session

1. Identify some key language techniques.
2. Define the techniques and look at examples.
3. Discuss how they could be used in the workplace.
4. List reasons why you need to be careful with language techniques.



When might idioms
not be appropriate
in the workplace?

Do you know these idioms?

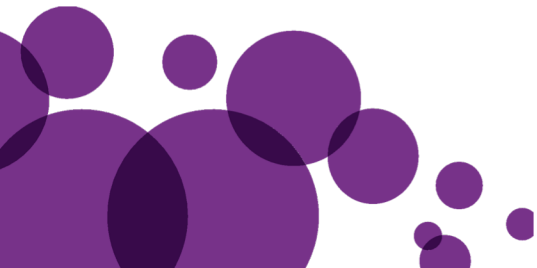



- “Talking about little cows and little calves.”
- “The spirit of the stairs.”
- “One who cannot read the air.”

Language devices - sorting activity

In groups, sort your cards so that you match one of each colour.

You will have matched together a question type, its definition and some examples.





How can some of these techniques be a useful communication tool in the workplace?

Metaphor

Uses

Engage the listener.

Create connections through the shared understanding.

Can convey something complex using a short phrase or an extended metaphor.

Appeal to creative senses.

Examples

“Can you buy us some time to get the proposal together properly?”

Extended metaphor:

The stages of climbing Mount Everest can be a metaphor for all the steps of working on a new project such as preparation and equipment, then taking your time and building a team etc.

Reasons to Avoid

Misunderstanding of meanings.

Don't appeal to logical people.


An extended metaphor's meaning can be lost if it isn't explained well.

Some metaphors have been overused or turned into jargon.

“Think outside the box”

Did we achieve our aims?

1. Identify some key language techniques.
2. Define the techniques and look at examples.
3. Discuss how they could be used in the workplace.
4. List reasons why you need to be careful with language techniques.



What language
term have you
learnt today?

Thank you!

