

EXHIBIT 13.1. Example Group Activities by Purpose

Language Attainment Purpose	Activity Suggestions
<i>Business</i>	<p>A. Job Interview Questions</p> <ul style="list-style-type: none"> ● Provide learners with a list of questions for practice. Ask students to read through the questions and formulate a response to each question separately. Consider including a handout on “Interview Tips/Reminders” with sample responses to questions for guidance. ● Ask students to work with a partner to practice interviewing each other using their prepared responses. <p>B. Email Writing</p> <ul style="list-style-type: none"> ● Provide email samples for reference and ask students to write an email to a coworker. Consider including a handout on “Email Etiquette” that highlights the difference between professional and social writing. ● Several samples, activities, and tips for these activities are available at busyteacher.org. <p>C. Workplace Language/Needs</p> <ul style="list-style-type: none"> ● Provide scripts of general workplace conversations. Ask students to work with a partner to choose from a series of questions, statements, and responses that reflect general workplace communication. These can be verbal or written activities or a combination of both. ● Provide scenarios for the workplace and ask students to consider necessary action based on each scenario. It would be helpful to provide possible solutions for guidance that students can refer to after they participate in the activity.