www.Breaking News English.com

Ready-to-Use English Lessons by Sean Banville

Survey reveals management pet hates

6th May, 2013

http://www.breakingnewsenglish.com/1305/130506-management_survey.html

Contents

Follow Sean Banville on

Twitter   twitter.com/SeanBanville

Facebook   www.facebook.com/pages/BreakingNewsEnglish/155625444452176

Google +   plus.google.com/110990608764591804698/posts

THE ARTICLE

A survey of over 2,000 British managers has revealed which habits irritate them most while at work. One of the most annoying things for today's managers is the current crop of jargon, or "management speak". Others high on the list include people who sit opposite you sending you emails, when they could simply tell you their message; people arriving late for work and for meetings; and people who take regular cigarette breaks. Report author Charles Elvin explained why it is important for us to know what annoys people. He said: "When office-based teams work in close proximity for long periods of time, we see that seemingly trivial issues can grow disproportionately. If left unchecked, they can begin to cause upset and resentment."

Management jargon proved to be an emotive issue for those participating in the research. Many managers described it as a "pointless irritation" which few people understand. They wondered why people used it when there are "normal" ways to express the same thing. Cited examples included 'thinking outside the box', 'going forward' and 'let's touch base'. The "real-world equivalents" of these are 'looking at things differently', 'in the future' and 'contact me'. The Plain English Campaign stated overused jargon damages the economy. The group said: "Management speak…gets in the way of business….It isolates newcomers who feel they have to learn the lingo….It acts as a barrier to procuring new business."

WARM-UPS

1. JARGON: Students walk around the class and talk to other students about jargon and management speak. Change partners often and share your findings.

2. CHAT: In pairs / groups, decide which of these topics or words from the article are most interesting and which are most boring.

survey / managers / jargon / annoying / late for work / cigarette breaks / trivial issues / pointless / going forward / let's touch base / in the future / newcomers / barrier

Have a chat about the topics you liked. Change topics and partners frequently.

3. PET HATES: What are yours? Complete this table and share what you wrote with your partner(s).

Hate about…	Pet hate	Why?
shopping		
working		
English		
family		
traveling		
computers		

4. PLAIN ENGLISH: Students A **strongly** believe we are inventing too much unnecessary words and we should stick to plain language; Students B **strongly** believe more words are better. Change partners again and talk about your conversations.

5. ANNOYANCES: Rank these and share your rankings with your partner. Put the most annoying at the top. Change partners often and share your rankings.

- people smoking
- people not saying 'thank you'
- people being late
- computer screen freezing
- slow drivers
- TV commercials
- untidiness
- forgetting English words

6. MANAGEMENT Spend one minute writing down all of the different words you associate with the word 'management'. Share your words with your partner(s) and talk about them. Together, put the words into different categories.

BEFORE READING / LISTENING

1. TRUE / FALSE: Read the headline. Guess if a-h below are true (T) or false (F).

a. New research shows that successful managers do not own a pet.   T / F
b. People get annoyed at receiving e-mail from a worker sitting nearby.   T / F
c. A researcher suggested we need to know what annoys different people.   T / F
d. The researcher said there was no such thing as a trivial issue.   T / F
e. Many managers said they thought jargon was annoying.   T / F
f. Many people wondered why we use jargon instead of simple English.   T / F
g. "Let's touch base" means to want to feel the bottom of something.   T / F
h. A campaigner said jargon helps businesses in getting new contracts.   T / F

2. SYNONYM MATCH: Match the following synonyms from the article.

1.	revealed	a.	quoted
2	irritate	b.	unimportant
3.	simply	c.	nearness
4.	proximity	d.	annoy
5.	trivial	e.	keeps apart
6.	emotive	f.	counterparts
7.	cited	g.	shown
8.	equivalents	h.	obstacle
9.	isolates	i.	sensitive
10.	barrier	j.	easily

3. PHRASE MATCH: (Sometimes more than one choice is possible.)

1.	which habits	a.	equivalents
2	Others high	b.	grow disproportionately
3.	in close	c.	irritation
4.	seemingly trivial issues can	d.	irritate them
5.	begin to cause upset	e.	on the list
6.	a pointless	f.	the box
7.	thinking outside	g.	and resentment
8.	real-world	h.	as a barrier
9.	overused jargon	i.	proximity
10.	It acts	j.	damages the economy

GAP FILL

A survey of over 2,000 British managers has (1) _____ which habits irritate them most while at work. One of the most (2) _____ things for today's managers is the current crop of jargon, or "management speak". Others high on the (3) _____ include people who sit opposite you sending you emails, when they could (4) _____ tell you their message; people arriving late for work and for meetings; and people who take (5) _____ cigarette breaks. Report author Charles Elvin explained why it is important for us to know what annoys people. He said: "When office-based teams work in (6) _____ proximity for long periods of time, we see that seemingly (7) _____ issues can grow disproportionately. If left unchecked, they can begin to (8) _____ upset and resentment."

trivial

simply

annoying

cause

regular

revealed

list

close

Management jargon (9) _____ to be an emotive issue for those participating in the research. Many managers described it as a "(10) _____ irritation" which few people understand. They (11) _____ why people used it when there are "normal" ways to express the same thing. Cited examples included 'thinking outside the box', 'going forward' and 'let's touch base'. The "real-world (12) _____ " of these are 'looking at things differently', 'in the future' and 'contact me'. The Plain English Campaign stated (13) _____ jargon damages the economy. The group said: "Management speak…gets in the (14) _____ of business….It (15) _____ newcomers who feel they have to learn the (16) _____ ….It acts as a barrier to procuring new business."

overused

lingo

pointless

way

wondered

proved

isolates

equivalents

LISTENING – **Guess the answers. Listen to check**

1) A survey of over 2,000 British managers has revealed which _____ most while at work
   a. habits irritated them
   b. habits irritation them
   c. habits irritate them
   d. habit irritates them

2) the _____ jargon, or "management speak"
   a. currant crop of
   b. current crop of
   c. current crap of
   d. current crop off

3) people arriving late for work and for meetings; and people who _____ breaks
   a. take regular cigarettes
   b. taking regular cigarette
   c. take regularity cigarette
   d. take regular cigarette

4) seemingly trivial issues can _____
   a. grow disproportionately
   b. grow disproportion lately
   c. grow this proportion at Lee
   d. grow this proportionately

5) If left unchecked, they can begin _____ and resentment
   a. to cause upset
   b. to course upset
   c. to caused upset
   d. to cause upset

6) Management jargon proved to be _____
   a. the emotive issue
   b. an emotive issue
   c. and a motive issue
   d. an e-motif issue

7) Many managers described it as a "_____" which few people understand
   a. pointless irrigation
   b. pointless irrational
   c. point, less irrigation
   d. pointless irritation

8) Cited examples included 'thinking outside the _____ and 'let's touch base'.
   a. box', 'going backward'
   b. box', 'went forward'
   c. box', 'going forward'
   d. box', 'go in forward'

9) It isolates newcomers who feel they have to _____
   a. learn the lingo
   b. learn the lingual
   c. learn a lingo
   d. learn a lingual

10) It _____ procuring new business
    a. acts as a barrier too
    b. acts as a barrier two
    c. acts as a barrier towards
    d. acts as a barrier to

LISTENING – Listen and fill in the gaps

A survey of over 2,000 British managers (1) _____ irritate them most while at work. One of the most annoying things for today's managers is (2) _____, or "management speak". Others (3) _____ who sit opposite you sending you emails, when they could simply tell you their message; people arriving late for work and for meetings; (4) _____ cigarette breaks. Report author Charles Elvin explained why it is important for us to know what annoys people. He said: "When office-based teams work (5) _____ periods of time, we see that seemingly trivial issues can grow disproportionately. If left unchecked, they can begin to (6) _____."

Management jargon proved to be an emotive issue for those participating in the research. Many managers described (7) _____ which few people understand. They wondered why people used it when there are "normal" (8) _____ same thing. Cited examples included 'thinking outside the box', 'going (9) _____ base'. The (10) _____ these are 'looking at things differently', 'in the future' and 'contact me'. The Plain English Campaign stated (11) _____ the economy. The group said: "Management speak…gets in the way of business….It isolates newcomers who feel they have to learn the lingo….It (12) _____ procuring new business."

COMPREHENSION QUESTIONS

1. How many managers took part in the survey?

2. What thing was mentioned that some people do frequently?

3. Who do people get annoyed with for sending e-mails?

4. What did the researcher say can happen to the size of trivial issues?

5. What can trivial issues lead to?

6. What was described as a "pointless irritation"?

7. What did many people wonder about?

8. What gets damaged by jargon, according to a campaign group?

9. How does jargon make newer people feel outside of things?

10. What did a campaigner say jargon was a barrier to?

MULTIPLE CHOICE - QUIZ

1. How many managers took part in the survey?

   a) around 2,000

   b) 2,000+

   c) almost 2,000

   d) exactly 2,000

2. Who do people get annoyed with for sending e-mails?

   a) themselves

   b) people they don't know

   c) jargon-generator websites

   d) colleagues they sit opposite to

3. What thing was mentioned that some people do frequently?

   a) cigarette breaks

   b) taking sick days off

   c) go home early

   d) pass their work on to others

4. What did the researcher say can happen to the size of trivial issues?

   a) it grows a little

   b) it shrinks to being invisible

   c) it can get much bigger than they need to

   d) increase twofold

5. What can trivial issues lead to?

   a) fights

   b) hurt and bitterness

   c) trivial pursuit

   d) being fired

6. What was described as a "pointless irritation"?

   a) jargon

   b) the survey

   c) management

   d) overtime

7. What did many people wonder about?

   a) happiness at work

   b) their managers

   c) why people use jargon

   d) the meaning of the word "jargon"

8. What gets damaged by jargon, according to a campaign group?

   a) the economy

   b) the English language

   c) the working atmosphere

   d) management

9. How does jargon make newer people feel outside of things?

   a) they feel they have to learn it

   b) the jargon is often about them

   c) they must pass management tests

   d) they feel uneducated

10. What did a campaigner say jargon was a barrier to?

   a) promotion to management

   b) the English language

   c) intercultural communication

   d) getting new business

ROLE PLAY

Role A – Top manager

You love management jargon. The more, the better. Tell the others three reasons why. You think plain English doesn't motivate workers. Jargon paints an easy-to-understand concept of important ideas. It also makes people feel modern and fills them with dynamism. English always changes.

Role B – Old manager

You hate management jargon. Tell the others three reasons why. You have used normal, plain English for decades and no one has misunderstood you. Jargon is confusing and leads to mistakes and wastes time. It's only used by people wanting to look cool, but they aren't cool.

Role C – Assistant manager

You are totally confused by e-mails and presentations from your boss. It is full of jargon you don't understand. You want a jargon-free workplace. Tell the others three reasons why. You don't understand why people can't use plain English. You have wasted time asking what the jargon means.

Role D – Management expert

You think jargon is an important and necessary part of business. Tell the others three reasons why. Business is so dynamic and changing that it needs new language. When people think about the meaning of jargon, they understand the concept better and so perform better.

AFTER READING / LISTENING

1. WORD SEARCH: Look in your dictionary / computer to find collocates, other meanings, information, synonyms … for the words 'pet' and 'hate'.

pet	hate

- Share your findings with your partners.
- Make questions using the words you found.
- Ask your partner / group your questions.

2. ARTICLE QUESTIONS: Look back at the article and write down some questions you would like to ask the class about the text.

- Share your questions with other classmates / groups.
- Ask your partner / group your questions.

3. GAP FILL: In pairs / groups, compare your answers to this exercise. Check your answers. Talk about the words from the activity. Were they new, interesting, worth learning…?

4. VOCABULARY: Circle any words you do not understand. In groups, pool unknown words and use dictionaries to find their meanings.

5. TEST EACH OTHER: Look at the words below. With your partner, try to recall how they were used in the text:

• revealed	• participating
• crop	• normal
• list	• box
• regular	• contact
• close	• way
• upset	• barrier

JARGON SURVEY

Write five GOOD questions about jargon in the table. Do this in pairs. Each student must write the questions on his / her own paper.
When you have finished, interview other students. Write down their answers.

	STUDENT 1 _____	STUDENT 2 _____	STUDENT 3 _____
Q.1.			
Q.2.			
Q.3.			
Q.4.			
Q.5.			

- Now return to your original partner and share and talk about what you found out. Change partners often.
- Make mini-presentations to other groups on your findings.

MANAGEMENT DISCUSSION

STUDENT A's QUESTIONS (Do not show these to student B)

a) What did you think when you read the headline?

b) What springs to mind when you hear the word 'jargon'?

c) What's the difference between English jargon and "plain" English?

d) How and why does jargon start?

e) Is jargon good or bad for business?

f) What jargon in your language do you like or dislike?

g) What are your most hated words in English (and in your language)?

h) What do you think of people arriving late to work?

i) Do other workers / students in your office / class annoy you?

j) What trivial issues have you seen grow disproportionately?

Survey reveals management pet hates – 6th May, 2013
More free lessons at www.BreakingNewsEnglish.com

MANAGEMENT DISCUSSION

STUDENT B's QUESTIONS (Do not show these to student A)

a) Did you like reading this article? Why/not?

b) Do you understand why people get upset or angry with jargon?

c) What irritates you most in your daily life?

d) What do you think of the jargon, "think outside the box"?

e) Is it better to use plain English and not jargon?

f) How do you think jargon can damage an economy?

g) Do you think you are a good team member?

h) What do you do that might annoy other people?

i) What was the last win-win situation you experienced?

j) What questions would you like to ask a management expert?

DISCUSSION (Write your own questions)

STUDENT A's QUESTIONS (Do not show these to student B)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

DISCUSSION (Write your own questions)

STUDENT B's QUESTIONS (Do not show these to student A)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

MULTIPLE CHOICE - LANGUAGE

A survey of over 2,000 British managers has (1) _____ which habits irritate them most while at work. One of the most annoying things for today's managers is the current (2) _____ of jargon, or "management speak". Others (3) _____ on the list include people who sit opposite you sending you emails, when they could (4) _____ tell you their message; people arriving late for work and for meetings; and people who take regular cigarette breaks. Report author Charles Elvin explained why it is important for us to know what annoys people. He said: "When office-(5) _____ teams work in close proximity for long periods of time, we see that seemingly trivial issues can grow disproportionately. If left (6) _____, they can begin to cause upset and resentment."

Management jargon (7) _____ to be an emotive issue for those participating in the research. Many managers described it as a "(8) _____ irritation" which few people understand. They wondered why people used it when there are "normal" ways to (9) _____ the same thing. Cited examples included 'thinking outside the box', 'going forward' and 'let's touch base'. The "real-world (10) _____ " of these are 'looking at things differently', 'in the future' and 'contact me'. The Plain English Campaign stated overused jargon damages the economy. The group said: "Management speak…gets (11) _____ the way of business….It isolates newcomers who feel they have to learn the lingo….It (12) _____ as a barrier to procuring new business."

Put the correct words from the table below in the above article.

1.	(a)	reveled	(b)	rivaled	(c)	revealed	(d)	unraveled
2.	(a)	crop	(b)	crib	(c)	crap	(d)	crab
3.	(a)	high	(b)	tall	(c)	deep	(d)	wide
4.	(a)	simply	(b)	dimple	(c)	pimply	(d)	limply
5.	(a)	cased	(b)	based	(c)	phased	(d)	phrased
6.	(a)	unintended	(b)	unloved	(c)	unticked	(d)	unchecked
7.	(a)	evidenced	(b)	doubted	(c)	proved	(d)	verified
8.	(a)	pointing	(b)	pointer	(c)	pointed	(d)	pointless
9.	(a)	express	(b)	service	(c)	check out	(d)	reserve
10.	(a)	equivalence	(b)	equivalents	(c)	equivalently	(d)	equivalent
11.	(a)	on	(b)	in	(c)	up	(d)	to
12.	(a)	performs	(b)	plays	(c)	acts	(d)	stars

SPELLING

Paragraph 1

1.   which habits <u>ratterii</u> them most

2.   people who sit <u>ipesoopt</u> you

3.   <u>cgairttee</u> breaks

4.   work in close <u>tixpiyrom</u>

5.   seemingly <u>aitilvr</u> issues

6.   cause upset and <u>mtetenensr</u>

Paragraph 2

7.   proved to be an <u>emeovit</u> issue

8.   <u>dteic</u> examples

9.   real-world <u>snlietuaqve</u>

10.   <u>edesruvo</u> jargon

11.   it <u>sltsoeai</u> newcomers

12.   a barrier to <u>gpnirrcuo</u> new business

PUT THE TEXT BACK TOGETHER

From

Number these lines in the correct order.

(   )   issues can grow disproportionately. If left unchecked, they can begin to cause upset and resentment."

(   )   Management jargon proved to be an emotive issue for those participating in the

(   )   author Charles Elvin explained why it is important for us to know what annoys people. He said: "When office-

(   )   things differently', 'in the future' and 'contact me'. The Plain English Campaign stated overused

(   )   newcomers who feel they have to learn the lingo….It acts as a barrier to procuring new business."

(**1**)   A survey of over 2,000 British managers has revealed which habits irritate them most

(   )   based teams work in close proximity for long periods of time, we see that seemingly trivial

(   )   the box', 'going forward' and 'let's touch base'. The "real-world equivalents" of these are 'looking at

(   )   while at work. One of the most annoying things for today's managers is the current crop of jargon, or "management speak". Others high

(   )   when there are "normal" ways to express the same thing. Cited examples included 'thinking outside

(   )   message; people arriving late for work and for meetings; and people who take regular cigarette breaks. Report

(   )   jargon damages the economy. The group said: "Management speak…gets in the way of business….It isolates

(   )   on the list include people who sit opposite you sending you emails, when they could simply tell you their

(   )   research. Many managers described it as a "pointless irritation" which few people understand. They wondered why people used it

PUT THE WORDS IN THE RIGHT ORDER

1. which   them   at   Revealed   irritate   while   habits   most   work.

   _____

2. sending   who   you   sit   emails   opposite   you   People.

   _____

3. periods   of   time   Teams   work   in   close   proximity   for   long.

   _____

4. issues   grow   trivial   can   disproportionately   Seemingly.

   _____

5. and   begin   resentment   to   cause   They   upset   can.

   _____

6. irritation   it   as   Many   a   managers   pointless   described.

   _____

7. the   normal   express   thing   are   to   same   There   ways.

   _____

8. of   equivalents   world   -   real   The   these.

   _____

9. feel   to   lingo   who   have   the   Newcomers   they   learn.

   _____

10. as   to   business   acts   barrier   new   It   a   procuring.

   _____

CIRCLE THE CORRECT WORD (20 PAIRS)

A survey of over 2,000 British managers has *unraveled / revealed* which habits irritate them most while at work. One of the most annoying things for today's managers is the current *crap / crop* of jargon, or "management speak". Others *high / tall* on the list include people who sit *opposite / opposites* you sending you emails, when they could *simple / simply* tell you their message; people *arrival / arriving* late for work and for meetings; and people who take regular cigarette *rests / breaks*. Report author Charles Elvin explained why it is important for us to know what *annoyances / annoys* people. He said: "When office-based teams work in close proximity for long periods of time, we see that *seems / seemingly* trivial issues can grow disproportionately. If left *unchecked / unticked*, they can begin to cause upset and resentment."

Management jargon proved to be an *emotion / emotive* issue for those participating *on / in* the research. Many managers described it as a "pointless *irritation / irritating*" which few people understand. They *wandered / wondered* why people used it when there are "normal" ways to *express / expression* the same thing. Cited examples included 'thinking outside the box', 'going forward' and 'let's touch *basic / base*'. The "real-world *equivalents / equivalence*" of these are 'looking at things differently', 'in the future' and 'contact me'. The Plain English Campaign stated *underused / overused* jargon damages the economy. The group said: "Management speak…gets in the *way / path* of business….It isolates newcomers who feel they have to learn the lingo….It acts *as / has* a barrier to procuring new business."

Talk about the connection between each pair of words in italics, and why the correct word is correct.

INSERT THE VOWELS (a, e, i, o, u)

_ s_rv_y _f _v_r 2,000 Br_t_sh m_n_g_rs h_s r_v__l_d wh_ch h_b_ts _rr_t_t_ th_m m_st wh_l_ _t w_rk. _n_ _f th_ m_st _nn_y_ng th_ngs f_r t_d_y's m_n_g_rs _s th_ c_rr_nt cr_p _f j_rg_n, _r "m_n_g_m_nt sp__k". _th_rs h_gh _n th_ l_st _ncl_d_ p__pl_ wh_ s_t _pp_s_t_ y__ s_nd_ng y__ _m__ls, wh_n th_y c__ld s_mply t_ll y__ th__r m_ss_g_; p__pl_ _rr_v_ng l_t_ f_r w_rk _nd f_r m__t_ngs; _nd p__pl_ wh_ t_k_ r_g_l_r c_g_r_tt_ br__ks. R_p_rt __th_r Ch_rl_s _lv_n _xpl__n_d why _t _s _mp_rt_nt f_r _s t_ kn_w wh_t _nn_ys p__pl_. H_ s__d: "Wh_n _ff_c_-b_s_d t__ms w_rk _n cl_s_ pr_x_m_ty f_r l_ng p_r__ds _f t_m_, w_ s__ th_t s__m_ngly tr_v__l _ss__s c_n gr_w d_spr_p_rt__n_t_ly. _f l_ft _nch_ck_d, th_y c_n b_g_n t_ c__s_ _ps_t _nd r_s_ntm_nt."

M_n_g_m_nt j_rg_n pr_v_d t_ b_ _n _m_t_v_ _ss__ f_r th_s_ p_rt_c_p_t_ng _n th_ r_s__rch. M_ny m_n_g_rs d_scr_b_d _t _s _ "p__ntl_ss _rr_t_t__n" wh_ch f_w p__pl_ _nd_rst_nd. Th_y w_nd_r_d why p__pl_ _s_d _t wh_n th_r_ _r_ "n_rm_l" w_ys t_ _xpr_ss th_ s_m_ th_ng. C_t_d _x_mpl_s _ncl_d_d 'th_nk_ng __ts_d_ th_ b_x', 'g__ng f_rw_rd' _nd 'l_t's t__ch b_s_'. Th_ "r__l-w_rld _q__v_l_nts" _f th_s_ _r_ 'l__k_ng _t th_ngs d_ff_r_ntly', '_n th_ f_t_r_' _nd 'c_nt_ct m_'. Th_ Pl__n _ngl_sh C_mp__gn st_t_d _v_r_g_d j_rg_n d_m_g_s th_ _c_n_my. Th_ gr__p s__d: "M_n_g_m_nt sp__k…g_ts _n th_ w_y _f b_s_n_ss….t _s_l_t_s n_wc_m_rs wh_ f__l th_y h_v_ t_ l__rn th_ l_ng_….t _cts _s _ b_rr__r t_ pr_c_r_ng n_w b_s_n_ss."

PUNCTUATE THE TEXT AND ADD CAPITALS

a survey of over 2000 british managers has revealed which habits irritate them most while at work one of the most annoying things for today's managers is the current crop of jargon or "management speak" others high on the list include people who sit opposite you sending you emails when they could simply tell you their message people arriving late for work and for meetings and people who take regular cigarette breaks report author charles elvin explained why it is important for us to know what annoys people he said "when office-based teams work in close proximity for long periods of time we see that seemingly trivial issues can grow disproportionately if left unchecked they can begin to cause upset and resentment"

management jargon proved to be an emotive issue for those participating in the research many managers described it as a "pointless irritation" which few people understand they wondered why people used it when there are "normal" ways to express the same thing cited examples included 'thinking outside the box' 'going forward' and 'let's touch base' the "real-world equivalents" of these are 'looking at things differently' 'in the future' and 'contact me' the plain english campaign stated overused jargon damages the economy the group said "management speak…gets in the way of business…it isolates newcomers who feel they have to learn the lingo…it acts as a barrier to procuring new business"

PUT A SLASH (/) WHERE THE SPACES ARE

From

Putthepunctuationmarksbackintothefollowingtext:

Asurveyofover2,000Britishmanagershasrevealedwhichhabitsirritatethemmost

whileatwork.Oneofthemostannoyingthingsfortoday'smanagersisthecurrentcrop

ofjargon,or"managementspeak".Othershighonthelistincludepeoplewhosit

oppositeyousendingyouemails,whentheycouldsimplytellyoutheirmessage;

peoplearrivinglateforworkandformeetings;andpeoplewhotakeregularcigarette

breaks.ReportauthorCharlesElvinexplainedwhyitisimportantforustoknowwhat

annoyspeople.Hesaid:"Whenoffice-basedteamsworkincloseproximityforlong

periodsoftime,weseethatseeminglytrivialissuescangrowdisproportionately.If

leftunchecked,theycanbegintocauseupsetandresentment."Managementjargon

provedtobeanemotiveissueforthoseparticipatingintheresearch.Manymanagers

describeditasa"pointlessirritation"whichfewpeopleunderstand.Theywondered

whypeopleuseditwhenthereare"normal"waystoexpressthesamething.Cited

examplesincluded'thinkingoutsidethebox','goingforward'and'let'stouch

base'.The"real-worldequivalents"oftheseare'lookingatthingsdifferently',

'inthefuture'and'contactme'.ThePlainEnglishCampaignstatedoverusedjargon

damagestheeconomy.Thegroupsaid:"Managementspeak…getsinthewayof

business….Itisolatesnewcomerswhofeeltheyhavetolearnthelingo….Itactsas

abarriertoprocuringnewbusiness."

FREE WRITING

Write about **jargon** for 10 minutes. Comment on your partner's paper.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

ACADEMIC WRITING

Too much jargon entering the world of business is confusing and leads to poor communication. It should be banned.   Discuss.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

HOMEWORK

1. VOCABULARY EXTENSION: Choose several of the words from the text. Use a dictionary or Google's search field (or another search engine) to build up more associations / collocations of each word.

2. INTERNET: Search the Internet and find out more about business jargon. Share what you discover with your partner(s) in the next lesson.

3. JARGON: Make a poster about jargon. Show your work to your classmates in the next lesson. Did you all have similar things?

4. MANAGEMENT SPEAK: Write a magazine article about management speak. Include imaginary interviews with people who are for and against it.

Read what you wrote to your classmates in the next lesson. Write down any new words and expressions you hear from your partner(s).

5. WHAT HAPPENED NEXT? Write a newspaper article about the next stage in this news story. Read what you wrote to your classmates in the next lesson. Give each other feedback on your articles.

6. LETTER: Write a letter to business expert. Ask him/her three questions about jargon. Give him/her three of your opinions on it. Read your letter to your partner(s) in your next lesson. Your partner(s) will answer your questions.

ANSWERS

TRUE / FALSE (p.4)

a F   b T   c T   d F   e T   f T   g F   h F

SYNONYM MATCH (p.4)

1.	revealed		a.	shown
2	irritate		b.	annoy
3.	simply		c.	easily
4.	proximity		d.	nearness
5.	trivial		e.	unimportant
6.	emotive		f.	sensitive
7.	cited		g.	quoted
8.	equivalents		h.	counterparts
9.	isolates		i.	keeps apart
10.	barrier		j.	obstacle

COMPREHENSION QUESTIONS (p.8)

1.   Over 2,000
2.   People who sit opposite each other
3.   Take regular cigarette breaks
4.   They can grow disproportionately
5.   Upset and resentment
6.   Management jargon
7.   Why people used jargon in place of simple English
8.   The economy
9.   They feel they have to learn the lingo
10.   Getting new business

MULTIPLE CHOICE - QUIZ (p.9)

1. b   2. d   3. a   4. c   5. b   6. a   7. c   8. a   9. a   10. d

ALL OTHER EXERCISES

Please check for yourself by looking at the Article on page 2.
(It's good for your English ;-)