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PEACE TRAIN

medium [www](http://www.business-spotlight.de)

Language work	listening, reading, discussion
Level	medium
Preparation	none
Materials	"The road to inner peace" (page 68), Business Spotlight Audio 1/09
Time	15/30 minutes, two-lesson activity

PROCEDURE

Lesson one (15 minutes)

- Discuss: "If you went to a management seminar at a cloister, what would your expectations be?", "What are your personal and professional values based on?", "How open are you or your colleagues about faith in business practice?", "To whom or where would you turn if you were going through an internal crisis?"
- Listen to sociologist Michael Lindsay on spirituality at work on our Audio track 9.

Homework

- Read "The road to inner peace". Visit Kloster Kirchberg at www.klosterkirchberg.de.

Lesson two (30 minutes)

- Discuss the quotes: "Why did [Kloster Kirchberg] survive? Because of its values. And this is what managers who attend my seminars are searching for." (page 68); "The 20th century was all about taking our life and breaking it down into parts. The 21st century is all about bringing those parts back together again." (page 70)
- What are your student's views on spirituality in American and European business? Visit the website of *Kongress christliche Führungskräfte* and Spiritual Consulting (website information on page 71 of the article).

A free podcast on this topic will be available on 27 January 2009. For more on our podcasts, go to www.business-spotlight.de/podcast/



Warmer

medium plus

- Update your CV and bring it to class.
- Tell your student you'll be working on a special careers check over the next lessons.
- Briefly go over your CV, and discuss the updated sections.
- Ask your student to fill out any two sections of "Yes, you can!" (pages 58–63) while you do the same sections.
- Discuss your answers, then do the *Business Spotlight plus* exercises (page 16).
- Homework: ask your student to fill out two more sections, and to update their CV for discussion in the next lesson.

WHO'S THE BOSS?

medium plus

Language work	writing, speaking
Level	medium
Preparation	none
Materials	The Job Doctor (page 65)
Time	30 minutes

PROCEDURE

- Write "Ideal boss" on the board. Give your student five minutes to write on the topic while you do the same.
- Share what you wrote and swap stories about the bosses you've had. Then discuss:
 1. How well do you understand your boss?
 2. How do you let your boss know that he or she is the boss?
 3. If you've had a difficult boss, what changes did you make to improve things?
 4. How and when do you present ideas to your boss?
 5. What weaknesses could you improve upon or remove?
 6. How do you ask for or get feedback from your boss?
 7. How can you praise or flatter your boss without overdoing it?
- Now read the related sections in "You and your boss".
- Assign page 17 of *Business Spotlight plus* for homework or do it in class.

A free podcast on this topic will be available on 30 December 2008. For more on our podcasts, go to www.business-spotlight.de/podcast/



Energy raiser

medium plus

- Your student should read the introduction and first section of "Don't do that!" (page 46).
- Discuss the main points in section one. Discuss your student's last presentation: feeling as a presenter, audience reaction, areas that need improvement.
- Do the *plus* exercises on pages 8–9 and listen to Audio tracks 15–17.
- Get your student to use phrases from section one of the Business Skills survival guide (page 51) to write a presentation opening.
- Homework: ask your student to prepare to give the opening for the next lesson.

A free podcast on this topic will be available on 16 December 2008. For more on our podcasts, go to www.business-spotlight.de/podcast/

