

Opening plenary

Andreas Grundtvig

A storm in a teacup: preparing for a family of Englishes

Futurologists have predicted the extinction of minor languages to make way for dominant world languages such as English. But in that process a new family of languages is being created - one of mutually unintelligible Englishes!

We'll see how English is quickly becoming commonplace in areas where it is neither the first nor the official language and what is being done to it. Using snapshots from Germany's linguistic environment and media, and comparing these to neighboring countries, we'll discuss how an intake of new, "local" Englishes is influencing the language our students call "real" and ultimately leads to the increasing ambiguity of what we call "native."

Andreas Grundtvig is a regular conference speaker and also delivers training days for local teacher associations. He teaches at the BMK (Media and Communication) School in Hamburg and manages the Cambridge Assessment Examinations Centre there. He is passionate about pragmatics and the urban linguistic landscape as well as fostering learner autonomy and imaginative learning. Andreas graduated in Suffolk, England and travels extensively.

Closing plenary

Hugh Dellar

Teacher entrepreneurship: finding a niche in a crowded marketplace

More and more teachers are taking their careers into their own hands and striking out on their own. Self-employment obviously offers many benefits: the chance to make more money, a more flexible and varied working life, more control over your own classes, and so on, but there are also downsides: uncertainty, the loss of sick pay and holiday pay, potential isolation. In this uplifting plenary, we will consider the field and hear some success stories that cast light on what it takes to truly carve out the right kind of space for yourself in today's marketplace.

Hugh Dellar is a teacher and teacher trainer with over twenty years' experience in the field. He graduated in English Literature from Goldsmith's College, part of the University of London, in 1991. Hugh spent four years teaching in Indonesia, then returned to London to do his DELTA and then an MA TESOL. He is the co-founder of Lexical Lab and co-author of two five-level General English series, *Outcomes* and *Innovations* (now in its second edition), both published by National Geographic Learning. His first methodology book, *Teaching Lexically*, came out via Delta Publishing in 2016.

Workshops:

Hugh Dellar
National Geographic Learning

time slot: A1

Is a picture worth a thousand words?

90 minutes

Biodata:

Hugh Dellar is a teacher and teacher trainer with over twenty years' experience in the field. He graduated in English Literature from Goldsmith's College, part of the University of London, in 1991. Hugh spent four years teaching in Indonesia, then returned to London to do his DELTA and then an MA TESOL. He is the co-founder of Lexical Lab and co-author of two five-level General English series, *Outcomes* and *Innovations* (now in its second edition), both published by National Geographic Learning. His first methodology book, *Teaching Lexically*, came out via Delta Publishing in 2016.

Summary:

In this workshop, we will consider the value of strong images in the ELT classroom, both in terms of their ability to connect the class to the wider world outside and also in terms of their potential for sparking debate, discussion, roleplays and so on. We will touch on some of the recent arguments and issues around images and representation in ELT and also on the issue of critical thinking.

We will also explore the ways in which videos can serve different functions. We will look briefly at a series of videos we have made to scaffold and support students' own attempts at speaking, and discuss ways such products can be used in class, before briefly looking at what might be wise to explore when using real-world authentic videos as well.

Reference will be made to the OUTCOMES series of coursebooks, published by National Geographic Learning.

Evan Frendo

time slot: A2

Minimizing miscommunication in the workplace

90 minutes

Biodata:

Evan Frendo is a freelance trainer, teacher trainer and author based in Berlin. A frequent speaker at conferences, he also travels regularly in Europe and Asia to run courses or to work as a consultant. Since 2014, his main focus has been on developing e-learning courses for corporate clients.

Summary:

One of our tasks as Business English trainers is to help our learners minimize miscommunication when they use English in their workplace. Such miscommunication typically leads to frustration, or perhaps loss of income, but in some industries it can also lead to serious injury or even death. This session

will be in two parts. First we will look at a range of examples of miscommunication in international business contexts, including linguistic, pragmatic and sociocultural. We will then explore some of the options we have as trainers, including analyzing needs, and activities for the classroom.

Rachael Harris

time slot: A3

Thirty things to do with a piece of paper
90 minutes

Biodata:

Rachael Harris has taught English as a foreign language for almost twenty years and she now teaches young learners and teens in a French-speaking secondary and primary school in Geneva, where she has produced the special educational needs policy statement as well as being the coordinator of external examinations and Advanced English. Rachael is newsletter editor for IATEFL IP&SEN SIG and YL&T SIG coordinator for ETAS (Switzerland).

Summary:

Participants will come away from this workshop with plenty of practical ideas for activities for the young learner classroom that are both simple and effective means of recycling language and presenting learning in a visual way. This is a very hands-on workshop – participants are encouraged to bring scissors, glue and colored pens, but are welcome without. Paper will be provided.

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John Hughes
Oxford University Press

time slot: A4

Blending and flipping your Business English course
90 minutes

Biodata:

John Hughes is a teacher, trainer and coursebook author. In his 25-year career in ELT, he has managed Business English and ESP departments for language schools in Poland and Italy. He has run teacher training courses including preparation for the LCCIEB First Certificate in Teaching Business English. For Oxford University Press, he has been an author on course series including *Quick Work*, *Profile*, *Business Focus*, *Business Essentials*, *Successful Presentations* and *Successful Meetings*, and *Business Result*. With over 30 ELT titles and numerous articles, he received the BESIG David Riley Award for Innovation in Business English and ESP in 2016.

Summary:

The terms “blended learning” and “flipped classroom” are often used only to refer to the use of technology in the classroom, but in fact they also incorporate use of print-based materials such as the coursebook. In this workshop, I’ll demonstrate a variety of ways in which you can combine the material on the page with the online components that come with a course series such as Business Result and with the many other tools and apps available online. Whether you’re a technophobe or a geek, you’ll take away plenty of ideas to blend and flip your Business English lessons.

**Jim Maloney
Cornelsen**

time slot: A5

Using infographics
90 minutes

Biodata:

Jim Maloney works primarily as the training development manager at Language Training Center in Hamburg. He has given a number of talks relating to the area of classroom dynamics, most recently at BESIG in Munich. He also works as an advisor for Cornelsen and in his spare time follows FC St. Pauli around the country. They usually lose.

Summary:

What is an infographic? Do you already use them in the learning environment? In this fun and interactive workshop we will look at the vast array of web resources for infographics as well as how we can utilize them to encourage effective and enjoyable learning. We will also be looking at web tools where either yourself as the trainer or indeed the learner can create their own infographic.

xx

Daniel Payne

time slot: A6

Your materials in your bag: on the road with your iPad
90 minutes

Biodata:

Daniel Payne has been a freelance Business English trainer and university lecturer specializing in soft skills, communications, presentations, negotiations and team management topics since 2007. He is married with two children and lives in Oberursel.

Summary:

Every day as a freelance trainer is different. With your iPad in your bag and your materials on it, you are ready for whatever life can throw at you. Need some

impromptu grammar exercises, want to show a quick film, need a presentation, feel like giving a vocab test, need to check the etymology of a word? Open your iPad and the wor(l)d is at your fingertips.

This workshop will look at the technology and the software needed to turn your bag into your mobile office. We will look at issues surrounding data protection, intellectual property rights and the fun that can be had with an iPad in your bag.

Marjorie Rosenberg

time slot: A7

Practical, easy and fun activities for Business English classrooms
90 minutes

Biodata:

Marjorie Rosenberg taught for many years in the tertiary level in Graz, Austria. She now trains corporate clients and does teacher training. She has published materials for Business and General English and methodology with Cambridge University Press, Cengage, Pearson, Delta, Wayzgoose Press, as well as for national publishers in Austria and Poland. She was the IATEFL President from April 2015 - April 2017.

Summary:

Whether you use a coursebook or create your own Business English materials, practical activities which raise learner involvement can often be added to a lesson. This workshop will give participants the chance to try out several "NTP" (no teacher preparation) activities which can be used in a variety of Business English settings and groups. They can be done as basic activities or be extended into long-term projects for the semester, and incorporate the standard ELT four skills as well as aspects of Business English soft skills. Come along and try them out and leave with some ideas you can use on Monday morning.

Dagmar Taylor
Ernst Klett Sprachen

time slot: A8

Tailor-made Business English courses
90 minutes

Biodata:

Dagmar Taylor is a freelance author, editor, trainer and teacher trainer based near Munich. She is the co-author of three books in the Klett-Langenscheidt *Network Now* series and a regular contributor to *Spotlight* and *Business Spotlight* magazines.

Summary:

Business English courses often need to be tailored to the specific needs of a company. This can be a challenging prospect for teachers who may have little knowledge of the company's business! In this practical workshop we'll be looking at what basic components can be used as a framework for (almost) all Business English courses. And we'll be trying out new material which can be easily adapted to suit the specific needs of a company.

Pauline Bramall-Stephany and Nicola Thompson

time slot: B1

Building up confidence with small talk
60 minutes

Biodata:

Nicola Thompson has a bachelor's degree in European Studies and is a trainer, a teacher trainer, and co-owner of LinC Training and LinC Publications in Karlsruhe. Nicola has extensive experience training public servants and executives in presentations, negotiations and intercultural communication. Nicola has given workshops at a number of conferences.

Pauline Bramall-Stephany has a master's degree in Applied Linguistics and is a trainer, teacher trainer, and co-owner of LinC Training and LinC Publications in Karlsruhe. Pauline has over 30 years' experience teaching in industry and the civil service. Her business services corporate clients in southwestern Germany. Pauline has published a number of different teaching books.

Summary:

The topic of small talk is one which learners invariably list as a key priority and yet it doesn't seem to be dealt with adequately in course design. Conventional books typically provide a list of phrases, some practice/role-plays or similar, but they seldom delve into the deeper level of small talk.

In this workshop we would like to look at ways of dealing with small talk from an intercultural angle and in particular discuss techniques which go beyond the usual "How are you?" level, and help students "throw the ball back."

Ian Badger
Ernst Klett Sprachen

time slot: B2

Why am I misunderstood? Why don't I understand?
60 minutes

Biodata:

Ian Badger is a partner in Business and Medical English Services (www.bmes.co.uk). Originally from London, he is based in Bristol, UK. Ian is the author of the recently published *Flash on English for Business Conversations* (Klett). His other publications include the award-winning *Collins English for Business Listening*, the B1 and B2 levels of *Collins English for Life: Listening, English for Business Life* (National Geographic Learning), and the listening book component of Langenscheidt's *Sprachkurs Englisch für Fortgeschrittene*.

Summary:

What are the barriers which prevent us understanding each other? Our lack of confidence? Our inability to express ourselves clearly? Our inability to understand anything other than “standard” English? In this workshop, Ian will identify and discuss the main barriers to clear business communication and will suggest how these can best be overcome. He will introduce his new book *Flash on English for Business Conversations* (Klett) and will draw on his experience of working with “just-managing” and proficient users of English in international organizations in the UK, Spain, Finland, and Germany.

Mandy Welfare

time slot: B3

The nuances of low-level Business English classes
60 minutes

Biodata:

Mandy Welfare is a Business English and communications trainer and materials writer living in Berlin. She is currently completing a Masters of Education which inspires many of her workshops. Doing training in Germany, Spain and Finland, Mandy has a deep interest in multicultural communication, ELF and ESP. She is a frequent speaker at BESIG and an active member of ELTABB. She became ELTABB Events Coordinator in 2014 and is now their blog editor.

Summary:

In this session, we will discuss the role of the Business English trainer, explore the subtleties of low-level classes (especially your classes) and delve into how activities can be tailored to suit your low-level students. We'll look at the concepts of Scrivener's 'task feedback circle' and look at how understanding remembering (and forgetting) can help us better our teaching style. You'll come away having exchanged experiences, with ready-to-use activities in hand and hopefully with some food for thought for your next low-level BE class.

Wilton Mills

time slot: B4

Ten useful things to do with smartphones in a lesson
60 min.

Biodata:

Wilton Mills has been teaching English in Hamburg for the last 23 years. He currently teaches at two private universities and a variety of companies in and around Hamburg. He is also Team Leader for the Cambridge Examinations and responsible for the Cambridge Speaking Examiners in Hamburg. Wilton has been using technology in his lessons for many years. He believes technology is a useful tool for making language teaching/learning accessible.

Summary:

The aim of this mini-talk is to empower you to use your smartphone confidently in classroom.

I will:

- Present hands-on activities to encourage you/your learners to use your/their smartphones to teach/learn English.
- Show you cool apps to use in your English lessons.
- Lead an app exchange - what do you use/do? How do you use/do it?
- Show how to set up a cloud and how to use it to benefit you and your learners.

Theresa Gorman

time slot: B5

From the horse's mouth to the learner's mouth

CANCELLED

Gabrielle Jones

time slot: B6

Market yourself for success - tips for freelance trainers

60 minutes

Biodata:

Gabrielle Jones is a qualified language and communication trainer, with 16 years' experience in developing and delivering corporate language programs. She is a freelance developer of online content and teaching materials, and an active teacher trainer who frequently presents at national and international events. Her website shares her experiences teaching Business English and offers advice, ideas and lessons to other teachers and trainers – www.businessenglishexperience.com.

Summary:

From freelance trainer to solo-preneur! Learning and development is increasingly competitive – company budgets are tightening and training is often the first area where costs are cut. In this workshop we'll look at how to market yourself so that you can build up a steady income as a Business English trainer.

We'll brainstorm ways to stand out from the crowd, how to build a credible and strong market presence, as well as tips for creating your own brand and packaging your services so they are attractive to clients.

Marjorie Rosenberg

time slot: B7

Creating activities for different learner types
60 minutes

Biodata:

Marjorie Rosenberg taught for many years in the tertiary level in Graz, Austria. She now trains corporate clients and does teacher training. She has published materials for Business and General English and methodology with Cambridge University Press, Cengage, Pearson, Delta, Wayzgoose Press as well as national publishers in Austria and Poland. She was the IATEFL President from April 2015 - April 2017.

Summary:

Creating tasks which benefit our learners can be an enriching activity for teachers and their learners. In this workshop, participants will discover how to create tasks which take into account the diversity of learner types we have in our classrooms. The workshop is based on the concept that reaching learners means mixing methods, materials and approaches. Taking this one step further, these ideas can be incorporated into the conception and creation of activities and tasks for grammar, vocabulary and general language practice. Participants will have the chance to try out tasks focusing on different skill sets, abilities and the language we use to instruct learners. It will demonstrate how tasks can be extended to include other learner types and help learners acquire new strategies for learning.

Erica Williams

time slot: B8

Marketing communications in English

CANCELLED

Mia Aghajari
telc

time slot: C1

Dear diary, guess what I learned from my tele-tandem today
60 minutes

Biodata:

Mia Aghajari works as a freelance English trainer, telc examiner, test author and digital materials developer in Cologne. She is passionate about personalized learning and using learning technologies in the classroom.

Summary:

A tele-tandem project, where students have video interactions with exchange partners and share their experiences in an online reflective diary, is an ideal tool for developing independent learning.

This talk, based on a study carried out in a general English classroom, shows how you can get your students to interact online with native speakers and how you can help them get the most out of the exchange.

With the right framework, engaging in authentic communication won't only help students increase fluency and develop linguistic skills, but will also heighten intercultural awareness and increase learner autonomy.

Roy Bicknell

time slot: C2

The imagined classroom - redesigning for the workplace
60 minutes

Biodata:

Roy Bicknell is a Business English teacher and teacher trainer based in Amsterdam. An important part of his work focuses on reflection, feedback, and group dynamics.

Summary:

We may have to 'redesign' the classroom. The workplace now requires a greater flexibility of response, which is something learners often feel they lack in real performance. This two-part workshop aims to address the shift in learning needs. Part one explores how speaking and writing can be developed in classroom activities which are based on 'affordances', or the creation and use of learning opportunities. Part two explores the didactical implications of this classroom approach. We'll be looking at two key areas of classroom dynamics which drive student-teacher interaction: the handling of feedback and the lesson plan. Just come to the workshop if you want fresh ideas on / for your classroom!

Iain Collins
Macmillan

time slot: C3

The importance of life skills in the Business English classroom
60 minutes

Biodata:

After completing his BA in German at the University of Wales Swansea and obtaining his CELTA, Iain Collins moved to Stuttgart where he taught business

and technical English for over 10 years in a plethora of industries, but predominantly in the automotive sector. During this time he successfully undertook his second degree in business and economics, an MBA. He has been working for Macmillan as the ELT consultant for Germany since 2013.

Summary:

This practical workshop will focus on life skills: what they are and the importance they hold within the context of international business. We will discuss the life skills being taught and ways to incorporate these into our Business English classrooms so we can equip students with more than just the core business or language skills (examples will be taken from Macmillan's *In Company 3.0* and participants will receive a free copy of the coursebook).

Andreas Grundtvig

time slot: C4

CANCELLED

Discussion session on issues raised in plenary
60 minutes

**John Hudson
Diesterweg**

time slot: C5

Creativity in language learning
60 minutes

Biodata:

Since the 1970s John Hudson has been employed in the theater, TV and film. In the 90s he became a pioneer for improvisational theater in both New Zealand and Germany, creating many formats for the stage and also TV. Presently he teaches impro-comedy, runs several formats as a producer and tours schools performing the English Language Show, an improvisational show to get students having fun with English learning.

Summary:

This presentation shows how to use improvisation in the language classroom to create a fun, interactive learning experience. Improvisation is a key element in learning any skill. When we begin to play with the skill, we become more confident and more willing to take risks. Improvisation role-plays are one of the most effective ways to develop active speaking of any language.

**Timothy Kryaninko
ETS - TOEFL**

time slot: C6

Academic reading skills: going beyond basic comprehension
60 minutes

Biodata:

Timothy Kryaninko has been working as an Academic Relations Specialist for ETS Global since April 2014 and acts as the contact for students and universities regarding the TOEFL iBT® and GRE® Test in Germany. He received his bachelor's degree in Philosophy and Literature from West Virginia University and a master's degree in Social Sciences from Humboldt University. He has had several years of experience teaching at a Turkish university and at an online-based language school, where he was Educational Coordinator.

Summary:

Participants attending this session will get a deeper understanding of the reading purposes perspective for teaching and assessing reading skills. It will also provide ideas on how to enhance teaching, learning and assessment practices for reading. Practical activities will be based on sample questions from the TOEFL iBT test. Participants will leave the workshop with 1) a practical framework for understanding academic reading and for selecting teaching and assessment materials that help learners develop a wide range of EAP reading skills, and 2) examples of teaching and assessment materials teachers can use in the classroom, which can also serve as models for adapting and creating effective reading activities.

Evan Frendo

time slot: C7

Teaching the language of negotiations – challenges and compromises
60 minutes

Biodata:

Evan Frendo is a freelance trainer, teacher trainer and author based in Berlin. A frequent speaker at conferences, he also travels regularly in Europe and Asia to run courses or to work as a consultant. Since 2014, his main focus has been on developing e-learning courses for corporate clients.

Summary:

I regularly run courses on the language of negotiations for employees in the automotive industry; the aim is always to help people do their jobs more effectively. In this session I would like to discuss some of the challenges I have faced in this training context, and reflect on some of the compromises I have had to make. I will also show you some of the activities which I have found useful in teaching this topic.

**Regina Szuszkiewicz and Suzanne Vetter-M'Caw
Regipio**

time slot: C8

Games as a key to grammar awareness
60 minutes

Biodata:

Regina Szuszkiewicz has a master's degree in English Philology and is a teacher and an educator. Apart from teaching English to all age groups at various levels, Regina is passionate about facilitating the learning process and making it engaging through fun activities. Regina also runs her own school where she can put her creative ideas into practice. So far she has created and produced over 20 language games and is still designing new ones.

Suzanne Vetter-M'Caw lives near Limburg. After working for an international company for many years, she became a freelance English trainer in 2004. Apart from teaching Business English in companies and general English in her private training room, Suzanne has been working as a telc test author and examiner since 2008 and has participated in many telc test development projects.

Summary:

In order to communicate without misunderstandings, grammar is a necessary tool, but who likes grammar? How can we get students to practice certain structures again and again without becoming bored? Games are a fun way to help students understand, practice and become confident about grammatical structures. In this workshop you will be introduced to the whole world of Regipio language games. First Regina will explain how her idea became reality and give you an overview of what is available. Then Suzanne will introduce you to cards that you can use to teach the conditionals in an innovative way.

Projector and Internet access needed
Tables in groups