

PRACTICE 4

ORAL PROFESSIONAL COMMUNICATION IN A FOREIGN LANGUAGE

Task 1 Learn more about active learning skills

"Good communication is not about speaking more — it's about listening better."

Active Listening Skills for the Workplace

Why Active Listening Matters at Work
Most workplace problems happen not because people speak wrong, but because they **don't listen properly**.
Active listening builds trust, reduces mistakes, and improves teamwork.

 **How to Practice Active Listening in the Workplace**

- 1 Give full attention**
Put your phone away. Focus on the speaker.
- 2 Don't interrupt**
Let the person finish before responding.
- 3 Listen to understand, not to reply**
Understand the message before forming your answer.
- 4 Use confirmation phrases**
 - ✓ So what you're saying is..."
 - ✓ Let me confirm if I understood this correctly..."
- 5 Ask relevant questions**
This shows interest and professionalism.
- 6 Observe body language & tone**
Communication is not only words.
- 7 Respond clearly and respectfully**
A good response shows you listened carefully.

★ **Pro Tip:** People respect good listeners more than good speakers in the corporate world.

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Task 2



Discuss in pairs or groups:

1. Which method of solving the systems of the linear equations is more convenient? Pros and cons of the analytical and graphical methods of solving linear inequalities.
2. What methods of solving the third degree equations do you know?
3. What methods of solving the fourth degree equations do you know?
4. What are the applications of Horner scheme? What is the basis of this scheme?
5. What subject in the university program is the most complicated?

☞ Task 3 Make short dialog on the chosen theme:

1. How many languages is enough to know?
2. What languages are necessary for you personally?
3. What dictionaries do you use for your professional needs?

☞ Task 4 Choose one mathematical term. Try to explain its meaning to the person who is not familiar with mathematics. Use synonyms. Work in pairs