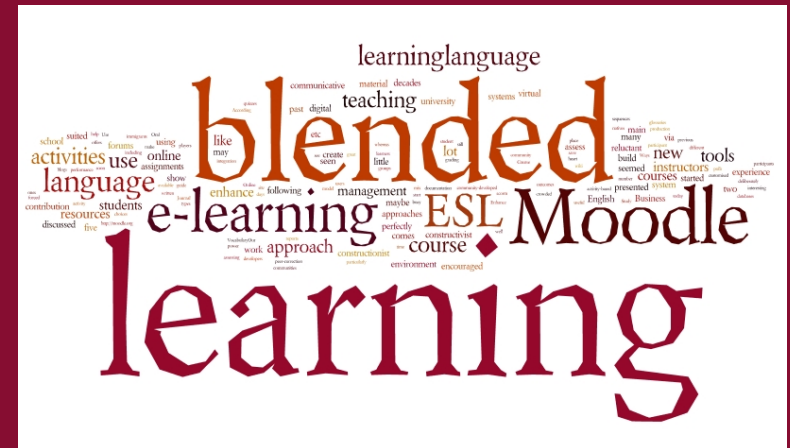


5 Ways to Use Moodle to Enhance Your Business English Course

IATEFL BESIG Stuttgart

16-18 November 2012

L. Zimmermann (FH JOANNEUM)





Agenda

- **Hm-indicator**
- **Gotta share - Moodle experience?**
- **5 Ways to Use Moodle in the ESL**

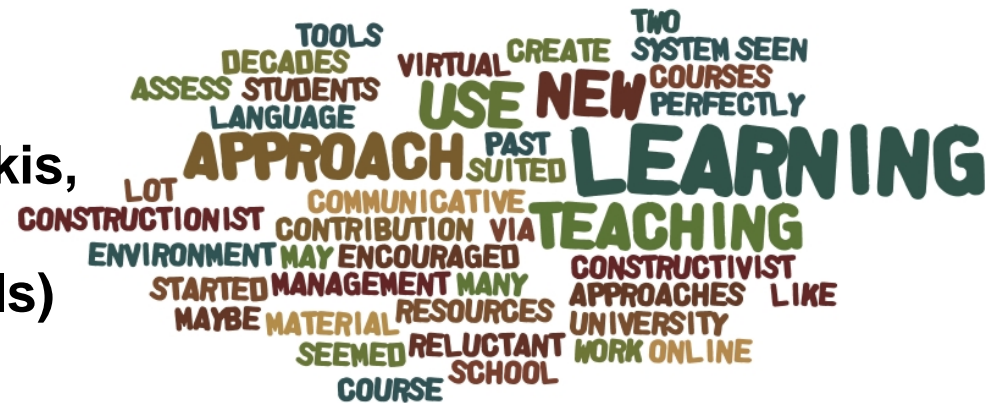
Classroom:

- What - General
- How & Time
- What – Examples
- **Conclusion**



What ?

- Moodle = Open source software for collaborative learning: about 20 Activities & Resources
- Offer Documents/Submissions
 - Give & submit assignments
 - Make resources available (files, folders, websites, links, videos)
- Blended Learning
 - Use forums, glossaries, wikis, quizzes (=exams), choices (assessments, polls) in class



How ?

**4 weeks
preparation time
for one course**

**Access to EDP-
Labs**

**Basic knowledge
on how to use
Moodle**



5 Examples

- Online Study Journal
- Oral and written homework assignments with peer-correction
- Text production in class
- Quizzes
- Glossary



1) Study Journal

[Home](#) ▶ [My courses](#) ▶ [EAS2](#) ▶ [Topic 1](#) ▶ [Week 1 - Study Journal \(29 Feb-05 March\)](#)

[View 29 submitted assignments](#)

This is your weekly study journal. Please answer the following three questions:

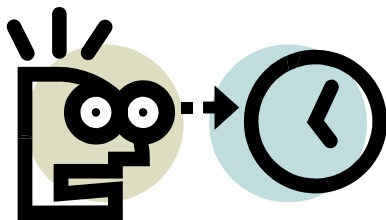
1. What did I personally learn this (English) lesson?
2. What remained unclear?
3. What else did I do during the week to improve my English skills?

Available from:	Dienstag, 21 Februar 2012, 09:00
Due date:	Montag, 5 März 2012, 11:15

2a) Homework – Upload Document

See Moodle:

Using the summary guidelines from the lesson material briefly sum up the text: "Bats Inspire new Cane for the Blind". Keep in mind that a summary is a brief restatement of a text's main ideas (at least 60% shorter) in your own words. Use appropriate signal phrases and transitions.



28 March, noon



2b) Podcast Homework – Peer Correction



Homework EAS2



I interviewed my cousin Maria from Canada.

Unfortunately, I discovered the bad quality of my microphone too late. Please give me feedback if it is too hard to understand. If yes, I will write down the dialogue.

Martina

Sum of ratings: 10 (2)

[Edit](#) | [Delete](#) | [Reply](#)



Re: Homework EAS2

it was a pleasure listening to your interview. Your cousin really speaks some nice English with an awesome accent, I did write down some words she used cause I want to remember them. The quality isn't bad either, go listen to my submission if you want to know what bad quality is :P

Sum of ratings: -

[Show parent](#) | [Edit](#) | [Split](#) | [Delete](#) | [Reply](#)



Re: Homework EAS2

I like the way how your friend Maria talks with her accent. Your voice was fluent, understandable and good too. You did an excellent job.

And don't worry about the quality, it is not as bad as you believe.

It is great, that Maria knows lots of Austrian foods.

Sum of ratings: -

[Show parent](#) | [Edit](#) | [Split](#) | [Delete](#) | [Reply](#)

3) Text Production in Class

- **Peer-Correction**
- **General Forum**

3a) Peer-Correction in Class

Example 1: Job Application Task



Example 2: Cover Letter - Feedback

Groups 1 & 3: Finish your cover letters (applications) – give feedback on Moodle.



Cleaner Position

by Markus Schaffer - Dienstag, 15 Mai 2012, 11:33

Dear Sir/Madam,

Having recently read in "Brooms and Buckets Weekly" that your hotel requires additional cleaning staff I am writing to apply for a position as a cleaner.

I am currently cleaning after my eight active children, aged 1 to 8, with the 9th one on the way and last summer I won 4th place at a cleaning competition at the annual country fair.

After removing 175 different kinds of stains I would consider myself as a professional in the field of stain removing. Also, I recently got an inquiry by famous detergent company "Vanish" what my secret is.

You would make a big mistake if you said "no" to this.

Yours sincerely



Monica, Iris und Lukas

by [Iris Pauer](#) - Dienstag, 15 Mai 2012, 11:29

Dear Madam or Sir,

In response to the advertised position in todays local newspaper I want to apply for the job as a Cleaner.

I have extensive background from cleaning my car every weekend.

Not expecting a lot of free time and high salary I'm the best choice for this position.

In expectation of your phone call I am looking forward to a better future as a highly professional cleaner.

Yours sincerely, your best employee to-be

Lukas Rasch

[Edit](#) | [Delete](#) | [Reply](#)



Re: Monica, Iris und Lukas

by [Daniel Pilz](#) - Dienstag, 15 Mai 2012, 11:33

I would hire you for cleaning my flat!

[Show parent](#) | [Edit](#) | [Split](#) | [Delete](#) | [Reply](#)



Re: Monica, Iris und Lukas

by [Magdalena Mauthner](#) - Dienstag, 15 Mai 2012, 11:34

It is very funny! 😊 I think you will the get the job!

[Show parent](#) | [Edit](#) | [Split](#) | [Delete](#) | [Reply](#)



Re: Monica, Iris und Lukas

by [Karl Horwath](#) - Dienstag, 15 Mai 2012, 11:36

next time my car is dirty I will call

[Show parent](#) | [Edit](#) | [Split](#) | [Delete](#) | [Reply](#)



Re: Monica, Iris und Lukas

by [Martina Klöckl](#) - Dienstag, 15 Mai 2012, 11:46

I really like your last sentence.

[Show parent](#) | [Edit](#) | [Split](#) | [Delete](#) | [Reply](#)

Dear Mr. Lamborghini,

I reply to your advertisement in today's edition of "Kleine Zeitung" as an Account-Manager for your car company.

I graduated from "CAMPUS 02" in Graz from the Bachelor degree programme "Marketing and Sales". Following that I attended the Master degree programme in "International Marketing".

I am currently working at the Accounting department of a well known international bank. I am responsible for the day-to-day business of the department and I manage a team of four people.

I also have the required skills in working with computers.

I enclose a copy of my CV for your reference. I am looking forward to an interview and to meeting you soon.

Yours sincerely

Me

[Edit](#) | [Delete](#) | [Reply](#)



Re: Job Application - Jehart, Horwath

by [Iris Pauer](#) - Dienstag, 15 Mai 2012, 11:36

You didn't address the reader!

And you startet every sentence with "I".

But all in all it is a good application.

[Show parent](#) | [Edit](#) | [Split](#) | [Delete](#) | [Reply](#)



Re: Job Application - Jehart, Horwath

by [Martina Klöckl](#) - Dienstag, 15 Mai 2012, 11:42

Hello you!

What I did not like is that started every sentence with "I". Apart from that, you did a good job!



Pilz & Langer

by Daniel Pilz - Dienstag, 15 Mai 2012, 11:28

Dear Sir or Madam,

I am writing in response to your job advertisement in the Kleine Zeitung November 1 to apply for the vacant position of the cleaner.

After five years of working with Dexter (commonly known from TV) I can offer outstanding experience in cleaning murder scenes. It contributes to my reputation that Dexter was not caught over years due to the clean crime scenes.

I am convinced that my obsession about cleaning in your company would solve every problem you might have with messed up places or situations. Combining all my skills I might be the best applicant for your vacant position.

I am looking forward to being invited for a job interview any time.

Yours sincerely

the cleaner

[Edit](#) | [Delete](#) | [Reply](#)



Re: Pilz & Langer

by Markus Schaffer - Dienstag, 15 Mai 2012, 11:39

Dear Cleaner,

I am quite familiar with the mess Dexter leaves behind, so I am overwhelmed by your experience.

Please contact Mrs. Quinn to make an appointment for a job interview.

Kind regards,

the Boss

3b) General Forum

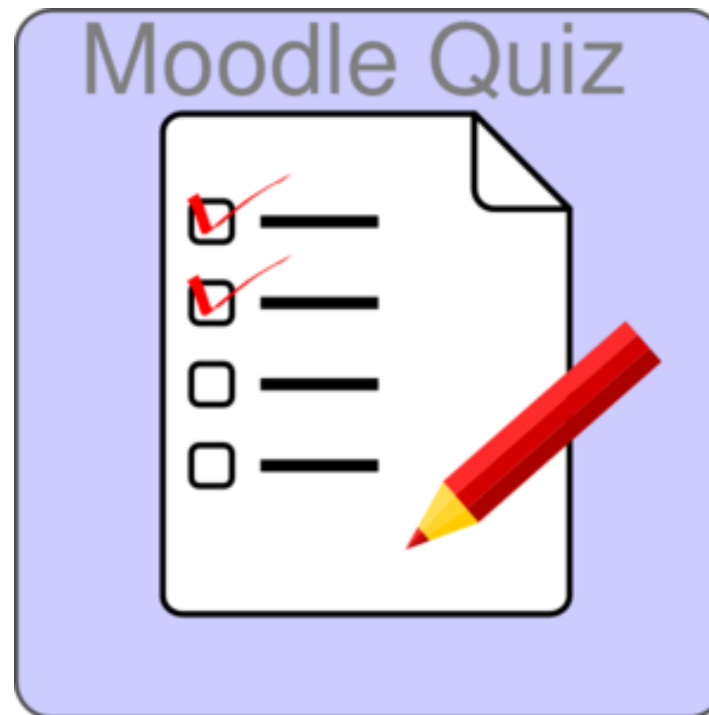
 Separate groups (IMA 2011 Group 2) All participants ▾

Here you can upload material for your colleagues.

Add a new discussion topic

Discussion	Started by		Group	Replies	Unread ✓	Last post
Differences between BE and AE		Julia Rohrhofer	IMA 2011 Group 2	0	0	Julia Rohrhofer Mo, 14 Mai 2012, 11:03
Phrasal Verbs		Lukas Rasch	IMA 2011 Group 2	0	0	Lukas Rasch Mi, 2 Mai 2012, 11:46
Adverb Millions		Martina Klöckl	IMA 2011 Group 2	1	0	Daniel Pilz Do, 26 Apr 2012, 11:35

4) Quiz Function



Quizzes



You are logged in as [Lisa Zimmermann](#) ([Logout](#))

English for Academic Study 2

[Home](#) ► [My courses](#) ► [EAS2](#) ► [Quizzes for Groups 1 - 3](#) ► [Future Tense - Quiz](#) ► [Info](#)

Future Tense - Quiz



Grading method: Highest grade

Attempts: 5

Summary of your previous attempts

Attempt	Completed
Preview	In progress



[Continue the last preview](#)

Question 1Not yet
answeredMarked out of
1.00 Flag
question Edit question

I bet he'll take you to MacDonald's!

Select one:


- ☐ a. prediction
- ☐ b. arrangement
- ☐ c. intention
- ☐ d. decision

Question 2Not yet
answeredMarked out of
1.00 Flag
question Edit question

Pete's taking me out to dinner tomorrow.

Select one:

- ☐ a. intention
- ☐ b. arrangement
- ☐ c. decision
- ☐ d. prediction

Question 3Not yet
answeredMarked out of
1.00 Flag
question

That will be expensive.

Select one:

- ☐ a. prediction
- ☐ b. decision
- ☐ c. intention

Quiz navigation

1	2	3	4	5	6	7	8
9	10	11	12	i	13	14	15
16	17	18	19	20	21	22	23
24	25						

Finish attempt ...

[Start a new preview](#)

5) Glossary

Moodle Task: Prepare a glossary for work/employment-related terms including vocabulary from “A bad job interview” p. 99-103 and the material on Moodle (Topic 9 Employment)

Glossary

Glossary: Job Applications

In order to repeat the relevant vocabulary, you are asked to create a glossary where you identify and explain all terms from our material that deal with the topic "Job Applications". Ideally you describe each term with an example sentence.



Special | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [ALL](#)

Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) (Next)

[ALL](#)

A

A levels

These are the subjects in which you graduated.

Example: My A-levels are Maths, English and German.

► [Comments \(0\)](#)

Abilities

To express what you are good at.

Example:

I have a natural ability to be precise.

► [Comments \(0\)](#)

absentee record

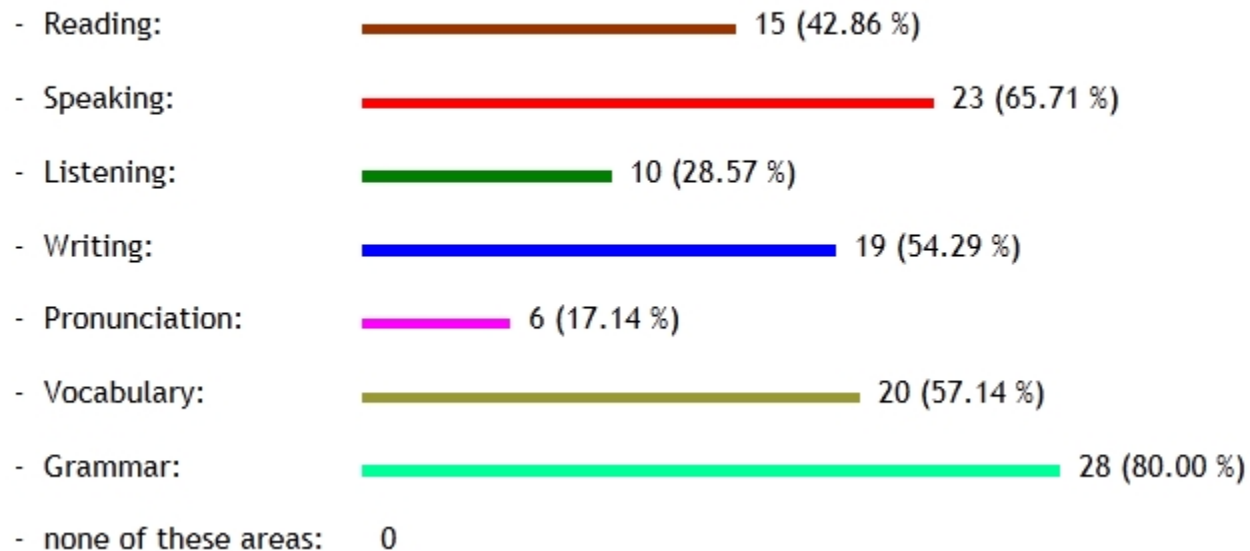
Shows how often you have not been to work.

EXAMPLE: His absentee record is low.

Bonus: “Assessment”

I learnt most in the area/s of:

() Skills Improvement



Conclusion:

It does take time but it's worth the effort!

