



**Strategies for dealing with  
sporadic attendance in  
business English courses**

**IATEFL BESIG Annual Conference  
18th November 2012  
Claire Hart**

## **Aims for this session:**

- **to share how we feel about attendance in our courses**
- **to look at the factors that can contribute to sporadic attendance**
- **to focus on and talk about strategies we can use to stop it hindering learners' progress**

# Attendance



<http://www.flickr.com/photos/eltpics/>

## **Sporadic attendance: what does that mean?**



<http://www.flickr.com/photos/eltpics/>

**"I frequently find myself with an empty classroom.  
Is it because the learners don't enjoy my lessons?"**

**Click to add text**

**"There's supposed to be 5 of them in the group - all top managers . I had to do a really detailed needs analysis with them and at the start of the course they were really motivated, but now it seems like a different one of them comes to the lesson every week."**

**"Sometimes the participants who do come to the lesson ask me where the ones who haven't come are and why they haven't come to the lesson. I have to admit that some of the time I don't know myself."**

Date										
28.08.2012	04.09.2012	11.09.2012	25.09.2012	02.10.2012	09.10.2012	16.10.2012	23.10.2012	30.10.2012	06.11.2012	13.11.2012
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# QTIP

**Quit Taking It Personally**



**So, why is this happening?**

**motivation**

**workload**

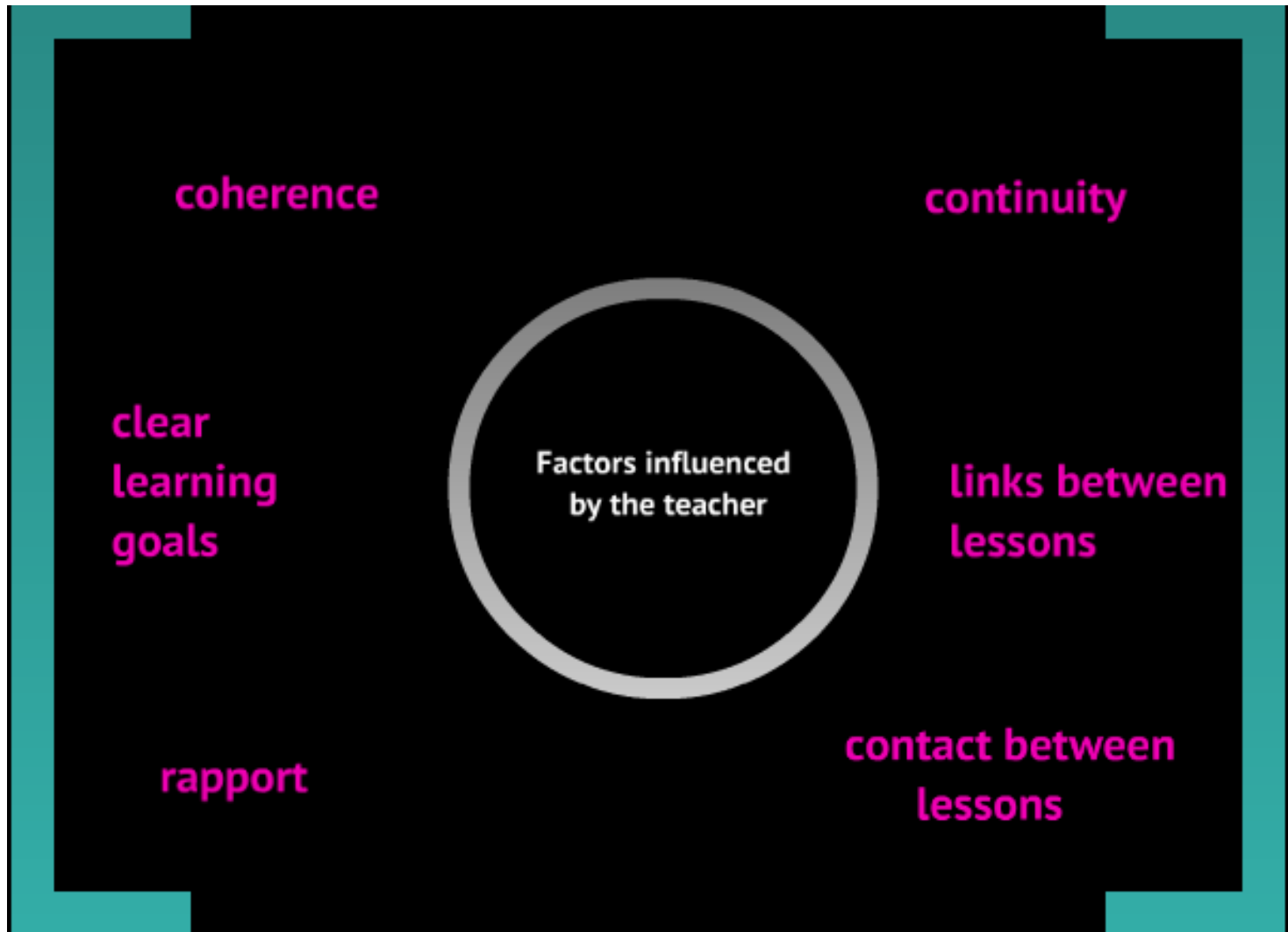
**interest  
level**

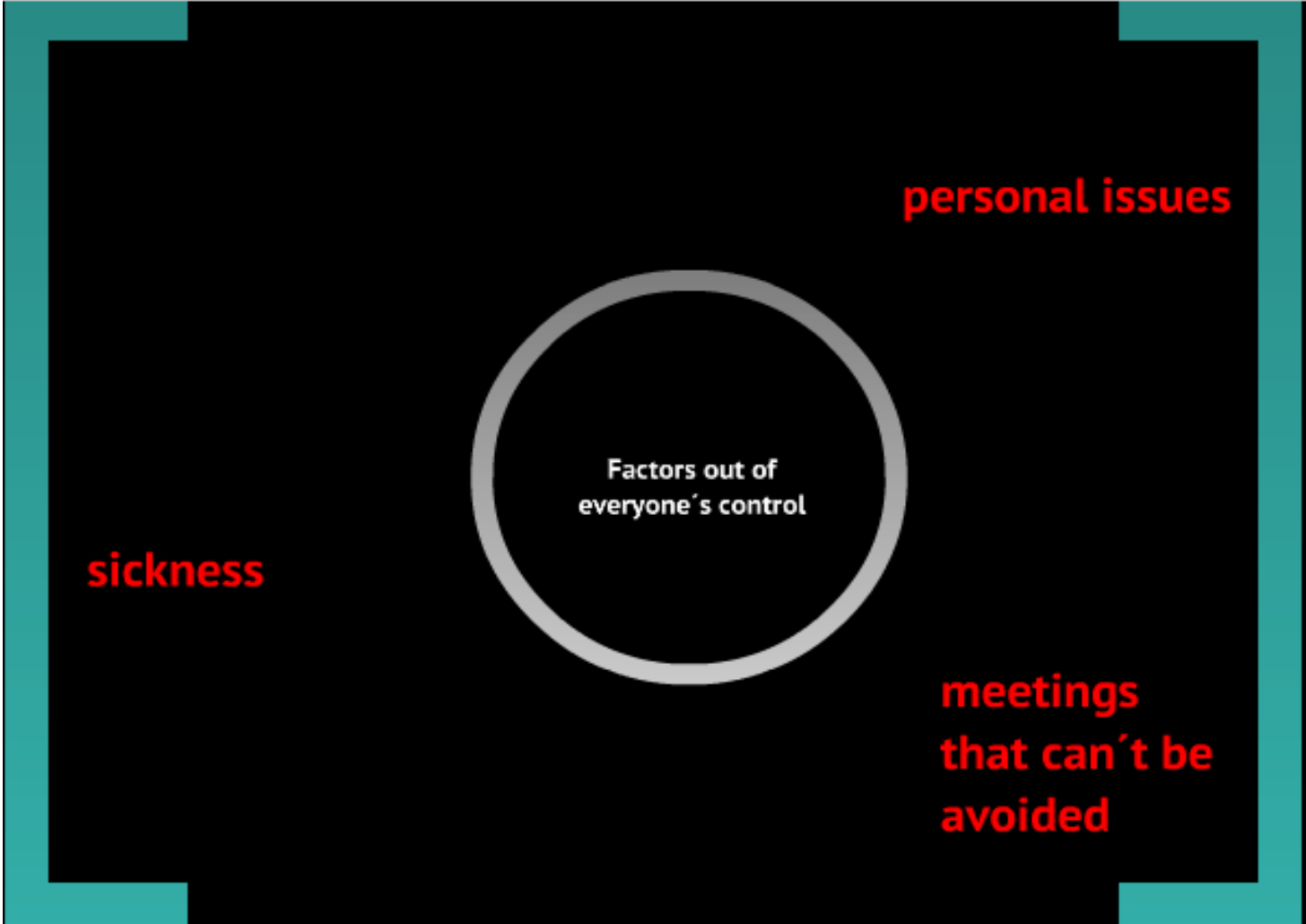
Factors  
influenced by  
the participant

**value placed  
on English  
knowledge**

**time management skills**







**sickness**

Factors out of  
everyone's control

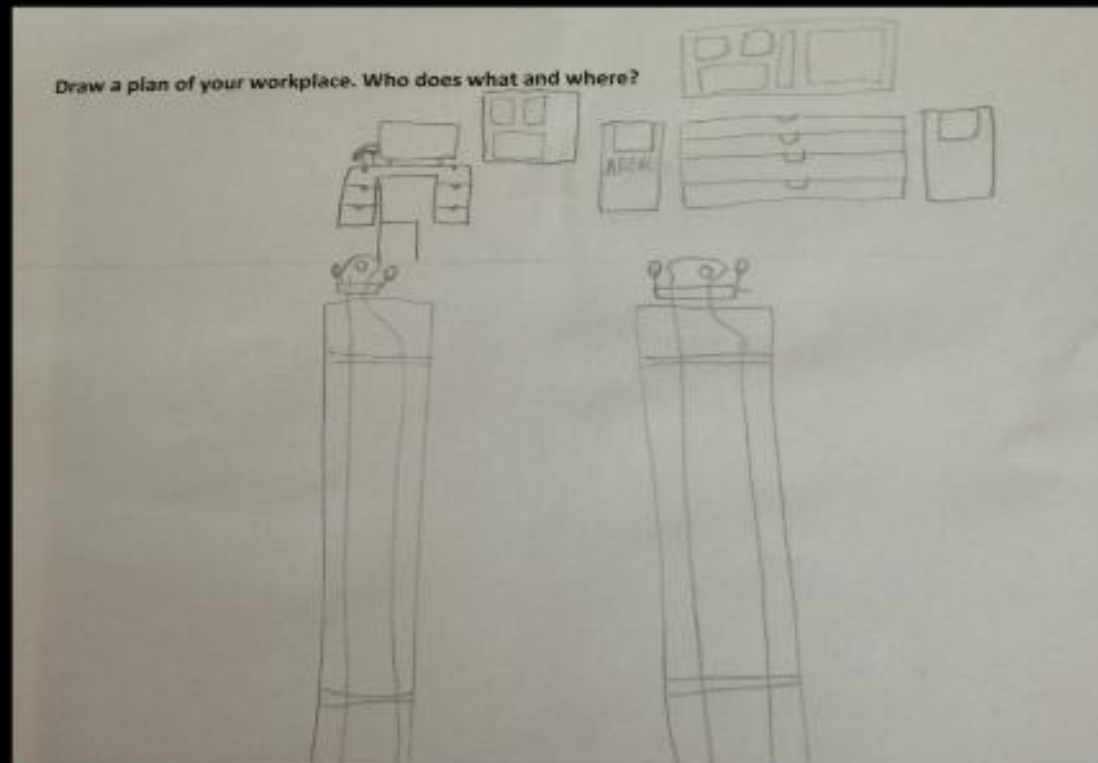
**personal issues**

**meetings  
that can't be  
avoided**

**meetings  
that can't be  
avoided**

## Some strategies I use:

### 1. Focus on individual needs & working environment



Redo your needs analysis :

Needs  
→ speak on telephone + write emails

difficulties

- activating vocab.
- speaking spontaneously
- understanding people speaking too  
or with ~~diff~~ strong accents
- word order + choosing the

where → on the phone → on

- mostly non-native speakers

with ... vocab.



## 2. Visit their workplace



# Harvest the language you find there

Visit to the bakery vocabulary

30.10.2012

## Things in the bakery

- a test specification
- a recipe
- some flour
- some yeast
- some baking powder
- some spelt
- some malt improver
- a roll/ some rolls
- a loaf/ some loaves
- a fermentation cabinet
- some dough
- a sieve
- a foreign body/ some foreign bodies
- the dough rest/ the rest time

## 2. Make a plan: what and when

### Technical Language 4a English

#### Things we will look at in the course (September- December 2012):

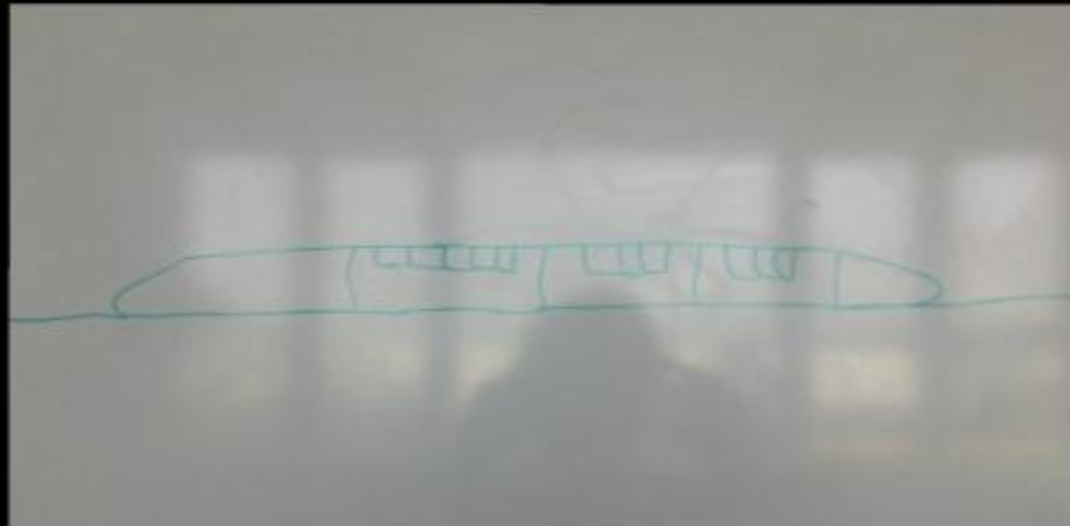
- **17.09** - Names of formwork and scaffolding parts
- **23.09** - Names of PERI products
- **30.09** - Understanding and talking about metric and imperial (inches, feet, etc.) measurements and dimensions in English
- **08.10** - Understanding drawings with English notes



### **3. Give learners who are there a teacher role in the following weeks**



**What are your take-aways  
from this session?**



**Thanks for coming  
along....**

**Please stay in touch**

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