

A.II.68

Basic skills – Business communication: speaking

Practising word order – Grammatiktraining kompakt

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Die Satzstellung im Englisch ist vermeintlich einfach und hat wenige Ausnahmen. Geht man jedoch über einen simplen Satz hinaus, so kann die richtige Syntax schnell komplex werden. Mithilfe dieser Selbstlernmaterialien üben die Schülerinnen und Schüler die Satzstellung in einfachen und komplexen Aussagesätzen, Verneinungen und in Fragen. Die Übungen sind in das Thema „Small Talk“ eingebettet.

KOMPETENZPROFIL

Niveau/Lernjahr: B1/A2; 1.–3. Lernjahr

Umfang: 4 Übungsmaterialien, Test

Kompetenzen: 1. Grammatik: die korrekte Satzstellung in Aussagesätzen, Verneinungen und Fragen verwenden; 2. Sprechen: Small Talk führen

Thematische Bereiche: *grammar, word order, small talk*



Auf einen Blick

Alle Aufgaben liegen zusätzlich auch digital in *LearningApps* vor.

Checkliste und Regelblatt

Checklist	Where am I and how was it? Checkliste für die Lernenden zum Abhaken und Evaluieren der Aufgaben
Rule sheet	Word order in English – The rules Regelblatt mit einer Übersicht über alle relevanten Regeln zum Thema „word order“

Übungsmaterial 1

Exercise 1	Good and bad topics for small talk – Word order in simple affirmative and negative sentences https://learningapps.org/display?v=7n7xn23
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Übungsmaterial 2

Exercise 2	Basic: What comes first? – Sentences with two (and more) objects https://learningapps.org/display?v=p8t2wuqhn24
Exercise 2	Intermediate: What comes first? – Sentences with two (and more) objects https://learningapps.org/display?v=pvqyf6vxa23

Übungsmaterial 3

Exercise 3	Basic: Manner, place and time – Word order in affirmative sentences with adverbials https://learningapps.org/display?v=ptbqcy19c24
Exercise 3	Intermediate: Manner, place and time – Word order in affirmative sentences with adverbials https://learningapps.org/display?v=pw7a89xe323

Übungsmaterial 4

Exercise 4	Basic: Can you help me? – Word order in questions https://learningapps.org/display?v=pvb07uzz224
Exercise 4	Intermediate: Can you help me? – Word order in questions https://learningapps.org/display?v=ptnv3bk8a23

Test

Test

What do you remember?

<https://learningapps.org/display?v=pd85kqo2k23>



Zusätzlich im Online-Archiv bzw. in der ZIP-Datei

- ZM 1 Making small talk – Appropriate and inappropriate topics
Material zum Einstieg in das Thema „Small Talk“
- ZM 2 Double small talk – A communication exercise
Material für eine Kommunikationsübung zum Abschluss



Word order in English – The rules

Rule sheet

The Rules

1. Affirmative (and negative) sentences

Structure: subject + verb + object (+ optional: adverbials: manner before place before time)

Examples: Paula likes to talk about music. / Paula doesn't like to talk about music.

2. Questions

Questions in English can be divided into two types: yes/no-questions and wh-questions.

a) Yes/No-questions

Structure: auxiliary verb + subject + main verb

Example: Should you talk about politics with strangers?

b) Wh-questions

These questions start with words such as who, what, where, when, why, how, etc.

Structure: Wh-word + auxiliary verb + subject + main verb

Examples: When do you make small talk? / What are good topics for small talk?

3. Commands

Commands typically start with the base form of a verb. Formally the subject is not mentioned.

Structure: verb + object

Example: Open the window!

Caution: There are variations within these general rules, especially when you want to add adverbs/adverbials (such as adverbials of manner, place and time) etc.

TIP: Watch the video and become smarter than everybody else!

<https://raabe.click/wordorder>



Basic: What comes first? – Sentences with two (and more) objects

Exercise 2

You can also do the tasks in *LearningApps*: <https://learningapps.org/watch?v=p8t2wuqhn24>



Task 1

Highlight the **direct object** (*Akkusativ-Objekt*) and underline the **indirect object** (*Dativ-Objekt*). Is there a pattern?

1. During the small talk in the lift, Jenny gave Mark **a few compliments on his tie**.
2. At the office water cooler, Sarah offered Tom some insights about the weekend weather.
3. During the party, Carlos handed Lisa a glass of wine.
4. In the waiting room, Denise showed her boss photos of her cats.
5. At the coffee shop, Brenda asked a colleague for his opinion on the Catholic church.
6. While waiting for the bus, Kevin lent Nicole his umbrella.

Task 2

Decide which object comes first. Then complete the sentence.

1. *Francine + compliments about the dress*: Peter gave Francine compliments about the dress.
2. *an amusing story + me*: During the chat, Sarah told _____

3. *Jenny + some tea*: While discussing movies, Jenny handed _____

4. *a book about communication + Suzanne*: Tom handed _____
_____ to improve her skills.
5. *Jenny + his holiday photos*: Tim showed _____
_____ during the party.
6. *Anne + some advice*: Peter gave _____
_____ on making conversation.

TIP: If you have two objects in a sentence, the indirect object (*Dativ-Objekt*) comes first. Then the direct object (*Akkusativ-Objekt*) follows.



Exercise 2



Intermediate: What comes first? – Sentences with two (and more) objects

You can also do the tasks in *LearningApps*: <https://learningapps.org/watch?v=pvquf1vxa23>

Task 1

Decide which object comes first. Then complete the sentence.

1. *Mark + a few compliments*: During the small talk in the lift, Jenny mark a few compliments on his tie.
2. *Tom + some insights*: At the office water cooler, Sarah offered _____ out the weekend weather.
3. *a glass of wine + Lisa*: During the party, Carlos handed _____
4. *photos of her cats + her boss*: In the waiting room, Denise showed _____
5. *for his opinion on the Catholic church + a colleague*: At the coffee shop, Brenda asked _____
6. *Nicole + his umbrella*: While waiting for the bus, Kevin lent _____

Task 2

Rearrange the words to form correct affirmative statements about small talk.

1. gave / her / compliments / Peter / about / the dress
Peter gave her compliments about the dress.
2. told / an amusing story / me / Sarah / during the chat

3. him / offered / some tea / while discussing movies / I

4. handed / book about communication / her / Tom / to improve her skills

5. _____
during the party / showed / Jenny / his holiday photos / Tim

6. gave / on making conversation / Mike / her / some advice

TIP: If you have two objects in a sentence, the indirect object (*Dativ-Objekt*) comes first. Then the direct object (*Akkusativ-Objekt*) follows.

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