

Stepwise Intensive Training Method of Listening and Speaking in Business English

Jingning Li

YangZhou Polytechnic Institute, YangZhou, JiangSu, 225127, China

Keywords: Business English, Listening and Speaking, Stepwise, Training, Meaning.

Abstract: Only effective communication during learning process of Business English can make Business English more active. The value of this major can be presented by listening and speaking training. Therefore, as an effective method, intensive training of listening and speaking in Business English by stepwise method has been recognized. The meaning of paying more attention to learning and speaking ability in Business English was firstly described in this work, with detailed stepwise intensive training flow. The method is hoped to help students improve their listening and speaking ability.

1 SIGNIFICANCE OF INTENSIVE STEPWISE TRAINING IN LISTENING AND SPEAKING

Business English is a comprehensive ability in the particular working place or field. As a valuable major, Business English gains popularity in majority. However, listening and speaking for students are more important in this major. One effective way of learning Business English is given to student to improve their listening and speaking ability by stepwise intensive method (Cong Lin, 2011).

1.1 Improving student's learning ability by stepwise intensive training method

As a professional course, Business English cannot exist without theory teaching class. Therefore, student's learning ability can be improved by intensive stepwise training method. Benefits can be acquired by integrating theory study with listening and speaking training.

1.2 Enhancing student's communicative ability by stepwise intensive training method

The basic requirement for students of Business English major is to understand business listening and

speaking materials of the middle and high level. Also it is required to get what they'd said in business environment and reply back with corresponding words in English. Then business activity can be achieved. It is unavoidable to communicate with people during theory and practical study in major of Business English (Wang Panpan, 2010). As a basic study, theory study is the foundation of fluent communication among students. Therefore, stepwise training can improve listening and expression ability of students, even high level communicative ability can be achieved in the practical activity. It is concluded that listening and speaking training in Business English can greatly enhance their business communication capability.

1.3 Meeting employment need by stepwise intensive training method

With continuous society development, people with Business English are needed in many fields. Therefore, the employment of students can be improved obviously if students possess better Business English ability. Students hope to fulfill their employment through effective learning of Business English. It is concluded that students with corresponding English level can better fit the society development. Better platform of achieving employment can be provided by listening and speaking training of Business English (Zhang Li, 2012).

2 LANGUAGE SKILL INTENSIVE STEP IN BUSINESS ENGLISH

Firstly, the proficiency of English decides the perception ability to such spoken language. Students who study Business English have weaker ability to distinguish their voices, also with non-standard pronunciation. Therefore, they are scared of learning Business English. So it is necessary to train their listening and speaking. Phonetic knowledge can be given by teacher before class, teaching them how to quickly differ the reductions from non reduction, and also feeling the existence of factors and phonemic change. Teacher can guide them to understand the phenomena such as omission, continuation, assimilation and incomplete plosion. Finally they can better understand the difference between British English and American English. In the mean time, teachers should require students to improve their following and learning ability, making themselves speak like native speakers.

Secondly, when there is some improvement of phonetic learning, certain training on listening and speaking is needed for students by extracting some language materials. And these materials should assure the novelty and right-sizing, promoting them to speak with original tone and enhancing their confidence in learning Business English. In the mean time, teachers can select and make some phonetic materials to make effective training after class. Energetic activity of learning can be gained, and better environment can be formed. Of course, practices are needed for students to focus on idiom and sentence structure.

Moreover, phonetic learning archive of each student should be established by teacher, knowing their learning situation in time. Corresponding inspection are made to make students quickly enter into listening and speaking environment, improving their expression ability.

3 TINY SKILL STEP OF LEARNING AND SPEAKING

Tiny skill is the basic skill to improve learning and speaking level in Business English. Related tiny skill training is needed for student, developing their listening and speaking with reasonable training and study. Teacher can encourage them to handle these skills, reaching the familiar degree. Thus study and practice can be effective.

3.1 Ability of content prediction

Prediction is important skill for student to train their listening and speaking. It requires student to explore the content that they will hear by handling the current information. Students with tiny skill can expand their ability to understand the whole article. Teacher can give an overall material introduction of rough background, and student can have a brief understanding of the material, predicting the coming question in time. Thus time can be saved during scientific listening and speaking training. Moreover, teacher can pause for a while when they play the record, making student predict the coming content. And then Teacher continues playing the following record, making student compare with their prediction. In this case, students can energetically focus on the playing record.

3.2 Ability of extracting main information

Extracting main information can help student get rid of insignificant message, capturing the central thought of article. Teacher can use materials such as business report, freight forecast to train student's extracting ability. For instance, teacher plays the materials like business report which contains basic and language structure, checking their understanding about the keywords, also encouraging them to know the brief content of business report.

There are two ways to train student's extraction ability. The first way is to ask question after hearing, making them listen it with question, and then guiding them to answer after playing all the content. And the second way is to directly play the record without any hint. The former way can let student do this on purpose, while the second way is quite difficult. It's useful for student to capture effective information in record and to make better notice in second way. Anyway, it is better way to integrate with above two methods.

3.3 Guessing the meaning of words

There are many uncommon words in Business English, so, students are required to master more words, improving their vocabulary quantity. "Short circuit" might happen if student can't understand some words during listening and speaking training, making them uncomfortable. Anyway, strange words can attract student's attention. Teacher can let student work out the words by emptying some words during playing record, helping them to understand

the article thoroughly. In this case, they can correctly guess the meaning of words, improving their vocabulary quantity.

4 STEPS OF DEVELOPING THINKING ABILITY

During the training of listening and speaking in Business English, teacher should pay more attention on developing student's thinking ability, improving their listening and speaking through effective thinking ability. Students should possess thinking abilities of Business English such as analysis and judgment. However, the thinking ability of student can't be built in a day, and it should be got through all training process. The listening and speaking ability of student can only be developed by checking their interests of listening and speaking.

4.1 Memory ability in listening and speaking training

Memory ability is the basic ability for student to learn Business English. The training result will be impacted if they have bad memory ability. They will have few impressions on what they heard, losing the ability to repeat it and impacting improvement of Business English. Therefore, it is necessary for teacher to encourage students to try their best to train their memory ability during the training course. And there are many methods of training the memory ability, i.e. listening, writing, and dictation.

4.2 Association ability in listening and speaking training

Association ability is not only the basic requirement for student in Chinese article, but also in the listening and speaking training of Business English. More useful contents can be extracted through association. Therefore, much blank information will be filled. Therefore, students will finally master more information, better fulfilling their assignment. It is beyond question that the association ability of student can be improved by fully opening their minds.

4.3 Reasoning ability in listening and speaking training

It is beyond question that memory quality can be expanded by exercising association ability of

students. As an important basic ability, students with reasoning ability can know deeply about the fact. They can acquire the accurate information and intention from record materials. Thinking ability can also be improved by exercising their reasoning ability in listening and speaking training. This is the reason why teachers need use kinds of ways to help them practise reasoning and encourage them to form good habit. Mission in listening and speaking training can be smoothly accomplished when student enjoy the reasoning, while the teacher help them in proper situation. The learning of reasoning ability can be accomplished by using logical thinking, imagery thinking and fuzzy thinking. Training result can only be better if they enjoy the reasoning activity. In this way, students can understand their intention in both side of conversation.

4.4 Summarization ability in listening and speaking training

It is necessary for student to master some basic abilities during the learning of Business English, and summarization ability is also required after mastering some basic abilities. Summarization ability is integrated their basic abilities, and it is the high level ability of Business English learning. Teacher can prepare some materials such as business material, articles and news. And also teacher can make them summarize and extract key points of materials. In this way, their knowledge structure can be more reasonable and scientific. Teacher can also encourage them to make study diary, therefore, training of summarization ability can be achieved by this method.

4.5 Necessary practice in listening and speaking training

Overall improvement of listening and speaking can't solely reply on the guidance of teacher, participation of students themselves is required. What the teacher can support is teaching device, language lab, listening classroom etc. extra assignments are needed for students, for example, teacher can let student watch some business video, and ask them to make conclusion. And this training method can be applies in the teaching process.

5 CONCLUSIONS

Although belonging to English Major, Business English is a special major. Therefore, as a basic ability in this major, listening and speaking ability should be paid more attention. Better learning result can be assured by stepwise training and English level of students can be improved. Finally, their employment can really be achieved through establishing their professions.

REFERENCES

- Cong Lin, Solution of Improving Listening and Speaking Ability of Business English. *Cai Zhi*, 2011(14): 35-36
- Wang Panpan, Impact to Sino-US Business Negotiation Because of Culture Difference. *Ne Jiang Science*. 2010(4):30-31.
- Zhang Li, Required Ability of Graduates in Major of Business English , *Science World*, 2012(6):52-52.

