

PARENT-TEACHER CONFERENCES: DIALOGUE PRACTICE 1

Directions: Listen to the dialogue below. Then practice the dialogue with your teacher and classmates.

Mrs. Ramirez is worried about her son, José. He has been crying every morning this week and doesn't want to go to school. Mrs. Ramirez calls the school to talk to her son's teacher, Mrs. Kim.

Secretary: Good morning, Lincoln School.

Parent: Hello, this is Mrs. Ramirez. May I speak to Mrs. Kim, please?

Secretary: I'm sorry, Mrs. Kim is in class now. Can I take a message?

Parent: Yes. Please ask her to call me at home. My number is 555-5285. I will be home after 7 o'clock tonight.

Secretary: I'll give her the message.

Parent: Thank you. Goodbye.

Secretary: Goodbye.

PARENT-TEACHER CONFERENCES: DIALOGUE PRACTICE 2

Directions: Listen to the dialogue below. Then practice the dialogue with your teacher and classmates.

Mrs. Ramirez is worried about her son, José. He has been crying every morning this week and doesn't want to go to school. Mrs. Ramirez calls the school to talk to her son's teacher, Mrs. Kim.

Secretary: Good morning, Lincoln School.

Parent: Hello, this is Mrs. Ramirez. May I speak to Mrs. Kim, please?

Secretary: Just a minute. I'll see if I can find her.

(several minutes go by)

Teacher: This is Mrs. Kim.

Parent: Hello, Mrs. Kim. This is Mrs. Ramirez, José's mother. I am calling because José is very unhappy. He doesn't want to go to school. I would like to come in and talk to you about this. When is a good time?

Teacher: How about tomorrow morning at 8 o'clock?

Parent: OK. Where should I meet you?

Teacher: Come to Room 202. And bring José with you.

Parent: Thank you very much. I'll see you tomorrow morning. Goodbye.

Teacher: Goodbye.

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PARENT-TEACHER CONFERENCES: DIALOGUE PRACTICE 3

Directions: Practice the dialogue with your teacher and classmates. Put in one of the problems in the box below or put in one of your own problems.

Secretary: Good morning, Lincoln School.

Parent: Hello, this is Mrs. Ramirez. May I speak to Mrs. Kim, please?

Secretary: Just a minute. I'll see if I can find her.

(several minutes go by)

Teacher: This is Mrs. Kim.

Parent: Hello, Mrs. Kim. This is Mrs. Ramirez, José's mother. I am calling because _____

I would like to come in and talk to you about this. When is a good time?

Teacher: How about tomorrow morning at 8 o'clock?

Parent: OK. Where should I meet you?

Teacher: Come to Room 202. And bring José with you.

Parent: Thank you very much. I'll see you tomorrow morning. Goodbye.

Teacher: Goodbye.

POSSIBLE PROBLEMS

1. José got *D's* and *F's* on his reading homework.
2. José got an *F* on the last math test.
3. José has not brought home any homework for the last two weeks. He says there is no homework.
4. José got a poor report card.

Other:

PARENT-TEACHER CONFERENCES: DIALOGUE PRACTICE 4

Directions: Listen to the dialogue below. Then practice the dialogue with your teacher and classmates.

Mrs. Kim is the fifth grade teacher. She is worried about one of her students, José Ramirez. José has not turned in any homework for two weeks. Mrs. Kim calls José's parents.

Teacher: Hello. May I speak to Mr. or Mrs. Ramirez, please?

Parent: This is Mr. Ramirez.

Teacher: Mr. Ramirez, this is Mrs. Kim, José's teacher. I'm worried about José. He hasn't done any homework for two weeks. Can we meet at school to talk about this?

Parent: Of course, Mrs. Kim. When is a good time?

Teacher: Can you come next Monday morning at 8 o'clock?

Parent: Let me ask my wife. Just a minute.

(several minutes go by)

Parent: Yes, we can come next Monday.

Teacher: Fine. Come to Room 202. Please bring José with you.

Parent: OK. See you next week.

Teacher: Thank you. Goodbye.

Parent: Goodbye.

PARENT-TEACHER CONFERENCES: DIALOGUE PRACTICE 5

Directions: Practice the dialogue with your teacher and classmates. Put in one of the problems in the boxes below or put in one of your own problems.

Teacher: Hello. May I speak to Mr. or Mrs. Ramirez, please?

Parent: This is Mr. Ramirez.

Teacher: Mr. Ramirez, this is Mrs. Kim, José's teacher. I'm worried about José. José... _____

I'd like to meet with you.

Parent: Of course, Mrs. Kim. When is a good time?

Teacher: Can you come next Monday morning at 8 o'clock?

Parent: Let me ask my wife. Just a minute.

(several minutes go by)

Parent: Yes, we can come next Monday.

Teacher: Fine. Come to Room 202. Please bring José with you.

Parent: OK. See you next week.

Teacher: Thank you. Goodbye.

Parent: Goodbye.

POSSIBLE PROBLEMS

1. José is fighting with other children during recess.
2. José asks to see the school nurse almost every day, but the nurse says that José is not sick.
3. José is failing reading. He got F's on the last two tests.
4. José was copying answers from another student during a math test.
5. José is talking a lot during class. The teacher moved his seat, but he is still talking during the lessons.

Other:

PARENT-TEACHER CONFERENCES: DIALOGUE PRACTICE 6

Directions: Listen to the dialogue below. Then practice the dialogue with your teacher and classmates.

Sometimes parents and teachers have conferences over the telephone. For example, if the parents cannot come to school, they can discuss a problem with the teacher over the telephone. If a child is having only a small problem at school, the parents and teacher can discuss the problem and solutions over the phone.

Mrs. Kim is the fifth grade teacher. She is worried about one of her students, José Ramirez. José has been late for school every day for a week. Mrs. Kim calls José's parents. They discuss the problem over the phone.

Teacher: Hello. May I speak to Mr. or Mrs. Ramirez, please?

Parent: This is Mr. Ramirez.

Teacher: Mr. Ramirez, this is Mrs. Kim, José's teacher. I'm worried about José. He has been late for school every day this week.

Parent: I didn't know that. We live close to school and José walks every day.

Teacher: Please have him leave earlier. Tell him to go straight to school.

Parent: Sure, I will talk to him. Please call again if he is late.

Teacher: I will. Goodbye.

Parent: Goodbye. Thank you.

PARENT-TEACHER CONFERENCES: PAIR ACTIVITY: INFORMATION GAP

Directions: Sometimes it is difficult to schedule a conference. People are often very busy. This pair activity will help you practice English for making an appointment.

Here are some expressions to use when you schedule an appointment:

<i>Asking for an Appointment</i>	<p>May I meet you on Monday morning at 8 o'clock?</p> <p>Could I see you at <u>7 AM</u>?</p> <p>Is Monday afternoon at 3 o'clock possible?</p> <p>Would 8 o'clock on Monday morning be all right?</p> <p>What about _____?</p> <p>How about _____?</p>
<i>Rejecting an Appointment</i>	<p>I'm sorry, but 8 o'clock in the morning is impossible.</p> <p>I can't make it then.</p> <p>No, that's not a good time.</p>
<i>Suggesting Another Time</i>	<p>Would 3 o'clock in the afternoon be possible?</p> <p>I'm free at 3 o'clock. Could you make it then?</p> <p>Well, what about 3 o'clock?</p>

Use this sheet to prepare for the information gap activity on the next two pages.