

## A.II.68

Basic skills – Business communication: speaking

# Practising word order – Grammatiktraining kompakt

Dr. Petra Schappert



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Die Satzstellung im Englischen 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, in verneinten Aussagen und in Fragen. Die Übungen sind in das Thema „Small Talk“ eingebettet.

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### KOMPETENZPROFIL

<b>Niveau/Lernjahr:</b>	A1/A2; 1.–3. Lernjahr
<b>Umfang:</b>	4 Übungsmaterialien, Test
<b>Kompetenzen:</b>	1. Grammatik: die korrekte Satzstellung in Aussagesätzen, Verneinungen und Fragen verwenden; 2. Sprechen: Small Talk führen
<b>Thematische Bereiche:</b>	<i>grammar, word order, small talk</i>

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## Auf einen Blick

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

### Checkliste und Regelblatt

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

### Übungsmaterial 1



Exercise 1	<b>Good and bad topics for small talk – Word order in simple affirmative and negative sentences</b> <a href="https://learningapps.org/display?v=pnqy6ro7xn23">https://learningapps.org/display?v=pnqy6ro7xn23</a>
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### Übungsmaterial 2



Exercise 2	<b>Basic: What comes first? – Sentences with two (and more) objects</b> <a href="https://learningapps.org/display?v=p8t2wuqhn24">https://learningapps.org/display?v=p8t2wuqhn24</a>
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Exercise 2	<b>Intermediate: What comes first? – Sentences with two (and more) objects</b> <a href="https://learningapps.org/display?v=pvqyf6vxa23">https://learningapps.org/display?v=pvqyf6vxa23</a>
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### Übungsmaterial 3



Exercise 3	<b>Basic: Manner, place and time – Word order in affirmative sentences with adverbials</b> <a href="https://learningapps.org/display?v=ptbqcy19c24">https://learningapps.org/display?v=ptbqcy19c24</a>
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Exercise 3	<b>Intermediate: Manner, place and time – Word order in affirmative sentences with adverbials</b> <a href="https://learningapps.org/display?v=pw7a89xe323">https://learningapps.org/display?v=pw7a89xe323</a>
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### Übungsmaterial 4



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

VORSCHAU

## 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. Normally 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/word-order>



## Exercise 1

## Good and bad topics for small talk – Word order in simple affirmative and negative sentences



You can also do the tasks in *LearningApps*: <https://learningapps.org/watch?v=pny6ro7xn23>

## Task 1

Put the sentence parts in the correct order. Write down the correct sentences.

1. entertain / people / movies

*Movies entertain people.*

2. joy / holidays / bring

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3. divides / and / friends / politics / colleagues

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4. religion / sparks / talking about / controversy

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5. **Extra:** problems / strangers / burden / personal

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**TIP:** Remember: the word order in an English sentence is: subject – verb – object.

If you negate a sentence, “n’t” is added to the verb. The auxiliary goes in front of the main verb. The only exception is “to be” which does not need an auxiliary.

## Task 2

Negate the following sentences.

1. People will engage in small talk to find solutions for problems in the future.

*People will not engage in small talk to find solutions for problems in the future.*

2. Small talk causes conflicts between strangers.

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3. Topics such as politics and religion are good for small talk.

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4. Talking about the weekend or sport creates awkward silences.

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5. Many people say that practising small talk improved their communication skills.

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6. **Extra:** Paul explained: “Small talk was a good tool for networking.”

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## Intermediate: Manner, place and time – Word order in affirmative sentences with adverbials

### Exercise 3

You can also do the tasks in *LearningApps*: <https://learningapps.org/watch?v=pw7a89xe323>



#### Task 1

Write the adverbial in the correct place in the sentence. More than one solution is possible.

1. *every day*: Mike tries to make small talk with me at the bus stop.

Every day, Mike tries to make small talk with me at the bus stop.

2. *yesterday*: Because she doesn't like making small talk, Mary left the party.

\_\_\_\_\_

3. *once every hour*: Tommie asks about the weather.

\_\_\_\_\_

4. *today*: I feel like talking about sport.

\_\_\_\_\_

5. *last week*: Jerry picked some difficult topics for small talk.

\_\_\_\_\_

6. *next week*: Evelyn will go to some conversation training.

\_\_\_\_\_

**TIP:** If you only have one adverbial, it either goes to the front or the end of the sentence or directly in front of the verb. If there are more than one, the word order for adverbials is: manner before place before time.



#### Task 2

Decide which word order is correct concerning the adverbials.

1. last night / at the party: Jane discussed her recent vacation at the party last night.

2. in the breakroom / enthusiastically / at lunchtime:

Mary and Marvin chat about the weekend's activities \_\_\_\_\_

\_\_\_\_\_

3. every morning / timidly / at the bus stop:

Mike \_\_\_\_\_ tries to converse with fellow commuters \_\_\_\_\_

\_\_\_\_\_

4. carefully / at the café / this morning:

Emily \_\_\_\_\_ avoided the topic of war in Ukraine \_\_\_\_\_

\_\_\_\_\_