

Stress, Tone and Rhythm Role Plays

English Skills for Academic Staff

Scenario: Booking Classroom Resources

A teaching staff member needs to book specific resources for an upcoming class. The support staff member assists in understanding the process, checking availability, and making the reservation.

Prompt: Create a list of specific resources you require for your class (e.g., multimedia projector, whiteboard markers, handout materials).

Scenario: Faculty Meeting Preparation

The support staff member is responsible for organizing and preparing materials for a faculty meeting. The teaching staff member provides specific requirements, and the support staff member ensures everything is ready and distributed on time.

Prompt: Identify the key topics and agenda items for the upcoming faculty meeting.

Scenario: Course Registration Assistance

A teaching staff member seeks assistance with the course registration system. The support staff member helps navigate the system, troubleshoots any issues, and provides guidance on adding or dropping courses.

Prompt: Prepare a list of courses you want to add or drop, along with their respective course codes.

Scenario: Grant Application Support

A teaching staff member needs support with a grant application. The support staff member assists in gathering necessary documents, proofreading the application, and ensuring all requirements are met.

Prompt: Draft a grant proposal outline with key sections and objectives.

Scenario: Classroom Technology Troubleshooting

A teaching staff member encounters technical issues with classroom equipment. The support staff member helps troubleshoot the problem, provides guidance on using the technology effectively, and offers basic maintenance tips.

Prompt: Describe the specific issue you are encountering with the classroom technology and any error messages displayed, if applicable.

Scenario: Exam Proctoring and Handling

The support staff member oversees the process of exam proctoring, distribution, and collection of answer sheets. The teaching staff member provides instructions, and the support staff member ensures a smooth and secure exam administration.

Prompt: Prepare an exam administration plan, including instructions for students, timing guidelines, and any special considerations.

Scenario: Academic Record Update

A teaching staff member needs to update student grades or other academic records. The support staff member assists in accessing the system, making the necessary changes, and ensuring accurate record keeping.

Prompt: Identify the specific changes or updates you need to make to student academic records (e.g., grade changes, enrollment status updates).

Scenario: Conference or Event Organization

A teaching staff member plans to organize a conference or event on campus. The support staff member assists in coordinating logistics, booking venues, arranging catering, managing registrations, and providing general event support.

Prompt: Develop an event timeline or schedule, outlining key tasks and deadlines.