

Lesson 14: Giving and Receiving Information

I. Icebreaker: Tongue Twister Challenge (5 minutes)

Instructions: Repeat the tongue twister. Try to be fast and clear. Have fun!

Tongue Twister: "She sells sixty-six sheets of paper."

II. Review Game: Informal Greeting Memory Chain (10 minutes)

Instructions: Say your greeting. The next person repeats your greeting, then adds their own. Continue the chain.

The teacher starts with a greeting like: "Good morning, my name is Dan, and I'm with the English team."

Students continue the chain. See how far the class can go!

Example: "Good morning Dan from the English team, good morning Chom from QC. My name is Jeab, and I'm from Production."

III. Choral Reading: Giving and Receiving Information (10 minutes)

Instructions: Listen. Repeat after me. We will practice new phrases for work.

Giving Information:

Directly:

- I'm calling to let you know...
the order is ready.
we need more copper wire.
- The...is ready.
report
team
shipment
- I need to know...
the final count for the inventory.
when the deadline is.

As a request:

- Could you please tell me about...
the new process?
the budget for this project?
- I would like to know the status of...
the new order.
the final inspection.

Receiving Information:

Confirming:

- Just to confirm...
the deadline is Friday?
you want to order a new machine?

Asking for more information:

- Could you tell me more about
your idea?
the new plan?
- Could you
give me an example?
show me?

Active listening:

- So, what you're saying is...
we need to finish the report by Friday.
the deadline has been moved to next
week.
- If I understand correctly, we need to...
adjust the production schedule.
update our records.

Dialogue Example:

Person A: "I need to know the final count for the inventory."

Person B: "The final count is complete. Do you want me to send you the report?"

Person A: "Yes, please. Thank you!"

IV. Game: The "Information Please" Game (15 minutes)

Instructions: Find your partner. One card has a question, one has the answer. Ask and answer to find your match. Use the phrases we learned.

How it works: Find a partner with a question card and an answer card. Use phrases like **"Could you please tell me about the new project?"** and **"The project is a new initiative to reduce waste."**

V. Group Activity: Create a Dialogue (20 minutes)

Instructions: In small groups, create a short dialogue about work. Use at least five phrases from our lesson today.

Dialogue Topics:

- Ask a colleague for project information.
- Explain a new company policy.
- Ask for clarification on a work process.
- Discuss a delivery with the shipping team.

Final Speaking Task:

Practice your dialogue. Speak politely and professionally. Each group will present their dialogue to the class.