**Title: Fire Drill in the Office**

**Objective:** By the end of the lesson, students will be able to understand and use vocabulary related to a fire drill in an office setting, identify key grammar points, comprehend a written passage, and engage in role plays related to the topic.

**Level:** Intermediate to Advanced

**Duration:** 90 minutes

**Materials:**

1. Whiteboard and markers
2. Handouts with the reading passage and comprehension questions
3. Audio clip or script for listening comprehension
4. Visuals of office fire drill procedures (optional)

**Introduction (15 minutes):**

1. Begin with a discussion about workplace safety procedures, specifically focusing on fire drills. Ask students if they have experienced a fire drill in their workplace or school.
2. Write key vocabulary on the board: fire drill, evacuation, assembly point, alarm, emergency exit, etc.
3. Introduce the grammar point: Using modals for giving instructions and suggestions during emergencies (e.g., "You should exit calmly," "We must assemble at the designated point," etc.).

**Listening Comprehension (15 minutes):**

1. Play the audio clip or read a script of a conversation related to a fire drill in the office.
2. Provide students with a set of listening comprehension questions.
3. Discuss the answers as a class.

**Vocabulary and Grammar Practice (20 minutes):** Vocabulary: Fire drill, Evacuation, Assembly point, Emergency exit, Alarm, Procedures, Calmly, Must Grammar: Modals for giving instructions and suggestions

1. Conduct vocabulary exercises, such as matching words to their meanings, using the new words in sentences, or role-playing fire drill scenarios.
2. Practice modals for giving instructions. Divide students into pairs and have them create mini-dialogues using modal verbs.

**Role Play (10 minutes):**

1. Put students in pairs.
2. Pass out role play slips and explain what to do.
3. Have students act out the roles and take notes of any grammar and vocab errors.
4. Correction

**Reading Comprehension (20 minutes):**

1. Distribute the reading passage about a fire drill in the office.
2. Have students read the passage individually or in pairs and complete the sentences.
3. Check answers.

**Reading Exercise: "The Office Fire Drill"**

Read the passage about the fire drill scene from "The Office" and fill in the blanks with the missing words provided below.

In the Dunder Mifflin office, the employees were startled by the unexpected sound of the \_\_\_\_\_\_\_\_\_\_\_\_\_. The atmosphere quickly shifted as everyone realized it was a \_\_\_\_\_\_\_\_\_\_\_\_. The manager, Michael Scott, took charge, directing everyone to follow the \_\_\_\_\_\_\_\_\_\_\_\_ and assemble at the designated \_\_\_\_\_\_\_\_\_\_\_\_. The fire drill was a crucial part of the office's safety \_\_\_\_\_\_\_\_\_\_\_\_. Despite initial confusion, the employees exited \_\_\_\_\_\_\_\_\_\_\_\_ and gathered at the assembly point, demonstrating the importance of being prepared for \_\_\_\_\_\_\_\_\_\_\_\_ situations.

**Missing Words:** Alarm Fire drill Procedures Assembly point Calmly Emergency

**Answers:**

In the Dunder Mifflin office, the employees were startled by the unexpected sound of the **alarm**. The atmosphere quickly shifted as everyone realized it was a **fire drill**. The manager, Michael Scott, took charge, directing everyone to follow the **procedures** and assemble at the designated **assembly point**. The fire drill was a crucial part of the office's safety **procedures**. Despite initial confusion, the employees exited **calmly** and gathered at the assembly point, demonstrating the importance of being prepared for **emergency** situations.

**Post Discussion:**

* What safety procedures do you follow in your workplace during a fire drill?
* Have you ever experienced a real emergency situation in a workplace or public space?

Role Plays:

Student A – You are the office manager announcing a surprise fire drill. Instruct the employees on what to do.

Student B – You are an employee who is initially confused by the fire drill announcement. Seek clarification and follow the instructions.

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Student A – You are an employee who discovers a blocked emergency exit during the fire drill. Report the issue to the office manager.

Student B – You are the office manager receiving the report about the blocked emergency exit. Instruct the employee on what to do and thank them for their vigilance.

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Student A – You are an employee responsible for guiding others to the assembly point during the fire drill. Give clear instructions.

Student B – You are a colleague who is unsure about the evacuation route. Seek guidance from your fellow employee.

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Student A – You are an employee who becomes anxious during the fire drill. Express your concerns to a colleague.

Student B – You are a supportive colleague. Provide reassurance and encourage your anxious colleague to follow the procedures calmly.