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Week 6

Name of the lesson: AFK: Away from Keyboard

Lesson objectives:

- Listen to and understand different leisure time activities.
- Use adverbs of frequency and sequence words appropriately.
- Read and understand a short text about priorities.
- Write about life-work balance.

This lesson will be

- recorded

Week 6 – LEVEL 1

AFK: Away from Keyboard

Weekly plan

Part I

AFK: Away from Keyboard

- ✓ Understand different leisure time activities.
- ✓ Express how often you take breaks.
- ✓ Read a short text about priorities.
- ✓ Write about life-work balance.

Part II

Written focus

- ✓ [Write about work-life balance.](#)

Today's agenda



Listen to an extract about the importance of taking breaks (pair work + whole class)



Discuss how often you take breaks (individual + whole class)



Identify useful phrases to sequence events (whole class)



Write a list to describe priorities for work-life balance (individual)

Getting started

Look at the image and answer: Are they busy? How do they look like?

Type your answer in the chat.



Estimated time: 10 minutes

Away from keyboard



Let's listen





Listening comprehension 1

Listen again and choose the best options.
Then, share your answers in the chat.

Estimated time: 5 minutes

Multiple choice

Why is it important for workers to take breaks from computers?

- a) It improves typing skills.
- b) It increases productivity.
- c) It helps maintain a healthy work-life balance.

Multiple choice

Why is it important for professionals to take breaks from their computers?

- a) To improve their technical skills.
- b) To prevent eye strain and fatigue.
- c) To have more time for leisure activities.



Listening comprehension 2

Listen again and decide who does each activity.
Then, share your answers in the chat.

Estimated time: 10 minutes



CLASS ACTIVITY

Who does this?

1. _____ prefers to relax in the evening by doing yoga.
2. _____ enjoys gardening.
3. _____ loves taking pictures.
4. _____ likes to go for a morning jog before starting her work.



CLASS ACTIVITY (Key)

Who does this?

1. **Lisa, a graphic designer** prefers to relax in the evening by doing yoga.
2. **Rachel, a project manager** enjoys gardening.
3. **Mike, a network administrator** loves taking pictures.
4. **Sarah, a software developer** likes to go for a morning jog before starting her work.

Transcript

It's important for professionals to take breaks from their computers. Spending too much time in front of screens can be tiring. Taking time away from work helps keep a healthy balance between work and personal life.

Some professionals have routines for their free time. For example, Sarah, a software developer, likes to go for a morning jog before starting her work. She believes exercise keeps her refreshed and focused. Lisa, a graphic designer, prefers to relax in the evening by doing yoga. It helps her clear her mind and relieve stress after a busy day.

Having hobbies is another way to spend time away from work. Mike, a network administrator, loves taking pictures. On weekends, he explores different places and captures beautiful moments with his camera. Rachel, a project manager, enjoys gardening. She finds peace in taking care of plants and creating a small garden in her backyard.

By taking breaks and doing activities outside of work, professionals can recharge and bring new ideas to their jobs. It's important to find a balance between work and leisure for a happy and fulfilling life.



Let's think together

Which of the following is more important for a professional? Type your answer or speak up.

- A. **Have hobbies**
- B. **Take breaks from their computers**
- C. **Find a balance between work and leisure**

Type your answer in the chat.

ESTIMATED TIME: 10 minutes



Discussion

How often do you take breaks from work?

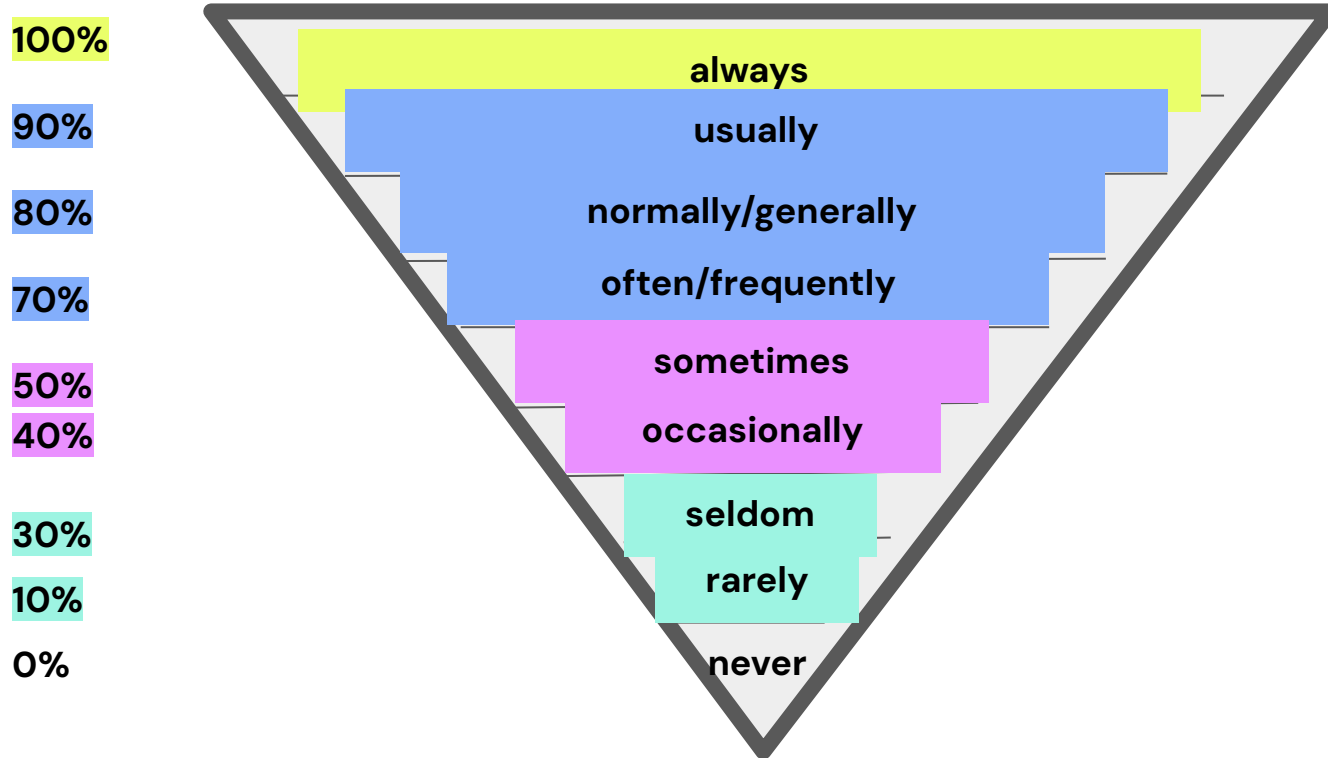
1. Very often.
2. Not too often.

Type your answer in the chat.

ESTIMATED TIME: 5 minutes

Adverbs of frequency

How often...?



How often...?

every day/week/month/year

one

twice

three times a month/day/week/year

four times



Break-time

We'll be back in 10
minutes!

Communicative **focus**



Complete with information about you. Then share.

Read and think. How often you do this? Complete with an appropriate adverb of frequency. Then share your answers.

1. _____ go to the gym.
2. _____ watch series on weekends.
3. _____ drink water.

Estimated time: 10 minutes



Work-life balance



Discussion

Discuss the following questions:

Are you a busy person?

Do you have time for your personal life?

What do you do in your leisure time?





Reading

Read the text and check your understanding.

Estimated time: 10 minutes

Work-life balance



Hi, I'm Emma, and I want to tell you how I balance my life and work.

First, my top priority is taking care of myself. I start my day with light exercise and a healthy breakfast.

Then, I focus on my work tasks. I make a to-do list and use words like "first," "then," and "last" to help me stay organized. Lastly, I spend leisure time with my family and friends. It's important to me to have special moments with them.



CLASS ACTIVITY

True or false?

1. Emma values spending time with loved ones.
2. Emma starts her day with intense exercise.
3. Emma only focuses on work and forgets about her personal life.



CLASS ACTIVITY

Key

1. Emma values spending leisure time with loved ones. **TRUE**
2. Emma starts her day with intense exercise. **FALSE**
3. Emma only focuses on work and forgets about her personal life. **FALSE**



Read again and identify

Identify in the text the words Emma uses to help her balance life and work. How are these words called in English?

Estimated time: 10 minutes

Work-life balance



Hi, I'm Emma, and I want to tell you how I balance my life and work.

First, my top priority is taking care of myself. I start my day with light exercise and a healthy breakfast.

Then, I focus on my work tasks. I make a to-do list and use words like "first," "then," and "last" to help me stay organized. Lastly, I spend leisure time with my family and friends. It's important to me to have special moments with them.

Work-life balance (key)



Hi, I'm Emma, and I want to tell you how I balance my life and work.

First, my top priority is taking care of myself. I start my day with light exercise and a healthy breakfast.

Then, I focus on my work tasks. I make a to-do list and use words like "first," "then," and "last" to help me stay organized. Lastly, I spend leisure time with my family and friends. It's important to me to have special moments with them.

Sequence words



FIRST – THEN – LAST/ LASTLY

Sequence words are used in English to indicate the order or sequence of events, actions, or ideas. They help to follow the chronological or logical order and create a logical flow.



Discussion

Discuss the following phrase:

“The key is not to prioritize what's on your schedule, but to schedule your priorities”.



Recap

Language and vocabulary focus

Frequency words	Sequence words	Leisure time activities
Always Usually Often/ Frequently Sometimes Occasionally Rarely Seldom Never every day/week/month/year	First Then Last/ Lastly	go for a morning jog relax in the evening do yoga take pictures enjoy gardening



Collaborative task

Write a list about your priorities for life–work balance. Use sequence words to describe the order in which you prioritize tasks. Add frequency adverbs when necessary.

Estimated time: 10 minutes



Break-time

We'll be back in 10
minutes!

Written focus



Written focus lab

We will carry out different class activities to understand and put into practice the theoretical concepts we have seen.

In what way?

First, we will make a collaborative brainstorming to revise together some theoretical concepts and ask doubts. Then, you will work individually. When you are done, you will present your work and receive feedback. Finally, you will work individually to revise concepts with on-demand tasks.

Estimated time: **80 minutes + 10-minute break**

Step by step

1

Step 1

Revise collaboratively
and clear up doubts

Estimated time: 10 minutes

2

Step 2

Work individually, share your
work and receive feedback.

Estimated time: 50 minutes

3

Step 3

Revise concepts with
on-demand tasks.

Estimated time: 20 minutes

Let's get started!



Whole class



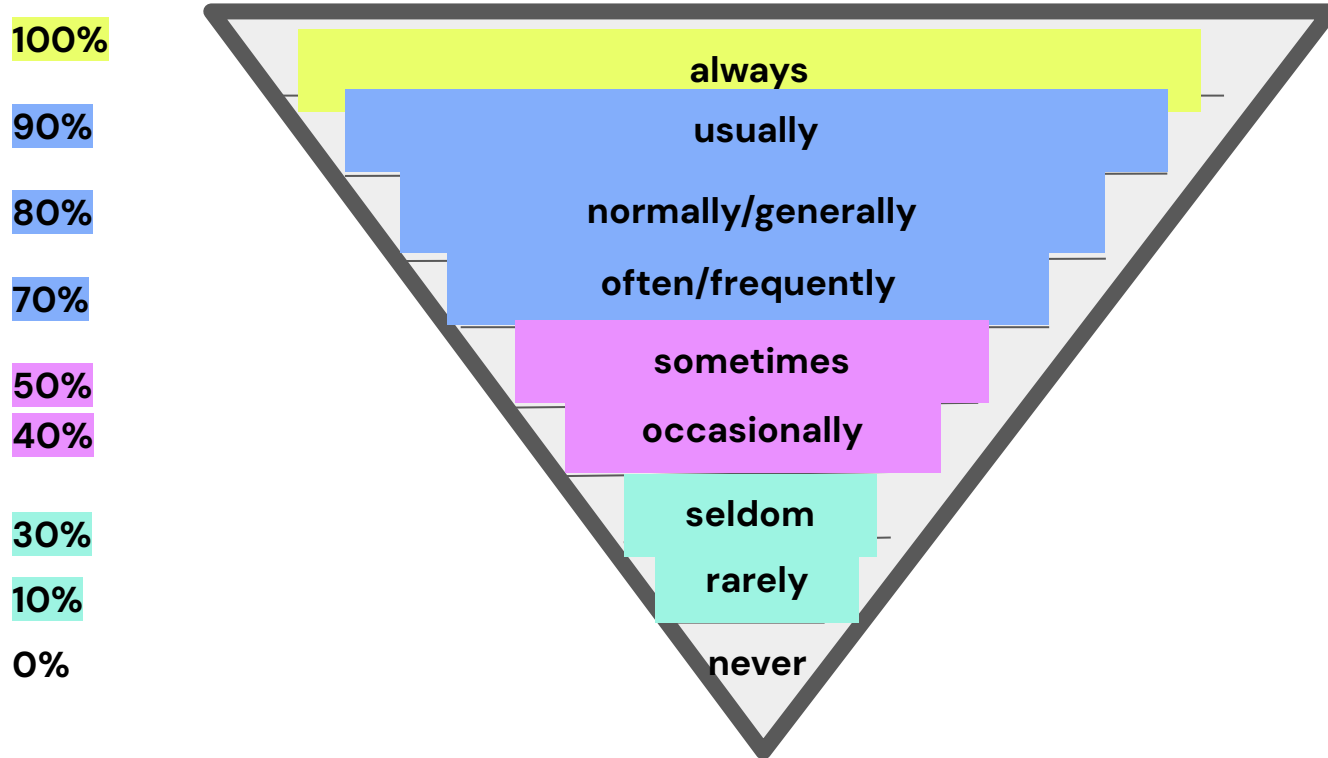
Step 1

Collaborative revision and doubts. We'll revise together the contents seen last class. As we read together, you will ask any questions orally or type them in the chat.

Estimated time: **10 minutes**

Adverbs of frequency

How often...?



How often...?

every day/week/month/year

one

twice

three times a month/day/week/year

four times

Language and vocabulary focus

Frequency words	Sequence words	Leisure time activities
Always Usually Often/ Frequently Sometimes Occasionally Rarely Seldom Never every day/week/month/year	First Then Last/ Lastly	go for a morning jog relax in the evening do yoga take pictures enjoy gardening

Any questions?



STEP 1

Let's clear your doubts!

Let's do some revision

Firstly, think individually about any questions you may have. Then ask your questions orally or type them in the chat.



Estimated time: 25 **minutes**



Step 2

Work individually, share your work and receive feedback.

Estimated time: **5 minutes**



Step 2 – Part I

Work individually

Estimated time: **20 minutes**



Individual work

Written task

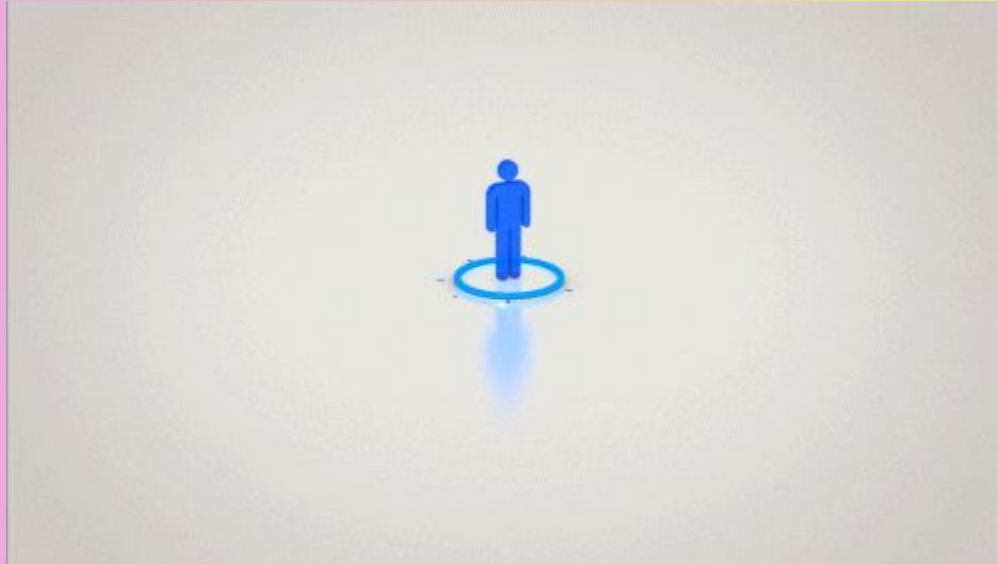
**Write a short text about life–work balance.
Use some structures and vocabulary from last class.
Include information about work and leisure.**

Write the text in your own individual document.

Estimated time: **20 minutes**

Breakout rooms

**Let's share your work orally
with peers and teacher!**



Estimated time: **30 minutes**



Step 3

Revise concepts with
on-demand tasks.

Estimated time: **20 minutes**

ON-DEMAND

How often do you take breaks?

Complete the expressions

- | | |
|------------------|---|
| 1. every | M, T, W, Th, F, Sa, Su |
| 2. every | week 1, week 2, week 3, etc. |
| 3. every | January, February, March, etc. |
| 4. every | e.g. 2019, 2020, 2021, etc. |
| 5. once a | e.g. only on Mondays |
| 6. twice a | e.g. in June and December |
| 7. three times a | e.g. on Mondays, Wednesdays, and Fridays |
| 8. four times a | e.g. in January, April, July, and October |



Complete the dialogue. Use an appropriate frequency adverb from the list. Then read the dialogue to practise.

sometimes – never – always – often

Lucía: Hey Carlos, how do you manage to maintain a good life-work balance?

Carlos: Well, it's not always easy, but I (1) _____ try my best to set clear boundaries between my personal and professional life.

Lucía: That sounds important. Do you take breaks during the workday?

Carlos: Yes, (2) _____ I make it a point to take short breaks to relax and recharge. It helps me stay focused and productive.

Lucía: I agree. It's crucial to prioritize self-care. Do you engage in activities outside of work?

Carlos: Absolutely! (3) _____ I enjoy pursuing my hobbies and spending time with loved ones. It helps me maintain a healthy balance.

Lucía: That's great to hear. I know it can be challenging, but (4) _____ neglecting self-care is something we should never do. Taking care of ourselves is vital for overall well-being.



Complete the dialogue. Use an appropriate frequency adverb from the list. Then read the dialogue to practise. **(key)**

sometimes – never – always – often

Lucía: Hey Carlos, how do you manage to maintain a good life-work balance?

Carlos: Well, it's not easy, but I (1) **always** try my best to set clear boundaries between my personal and professional life.

Lucía: That sounds important. Do you take breaks during the workday?

Carlos: Yes, (2) **sometimes** I take short breaks to relax and recharge. It helps me stay focused and productive.

Lucía: I agree. It's crucial to prioritize self-care. Do you engage in activities outside of work?

Carlos: Absolutely! (3) **often** I enjoy pursuing my hobbies and spending time with loved ones. It helps me maintain a healthy balance.

Lucía: That's great to hear. I know it can be challenging, but we should (4) **never** forget about self-care. Taking care of ourselves is vital for overall well-being.



Underline the sequence words in the text below. Then use it as a model to create a similar text about you.

First, I establish clear boundaries between work and personal life. I set specific working hours and try my best to stick to them. This helps me maintain a healthy separation between the two.

Then, I take short breaks throughout the workday. These breaks allow me to recharge and refocus. I might step outside for some fresh air or engage in a quick activity to clear my mind.

Next, I prioritize self-care. Taking care of myself is essential for managing stress and staying healthy. I ensure I eat nutritious meals, exercise regularly, and get enough restorative sleep.

Last, I dedicate quality time to my personal life. By spending time with loved ones, pursuing hobbies, or engaging in recreational activities, I prioritize activities that bring joy and fulfillment outside of work.

Establishing my priorities helps me find a balance between work and personal life. It helps me stay motivated, and maintain my overall well-being.



Underline the sequence words in the text below. Then use it as a model to create a similar text about you. **(key)**

First, I establish clear boundaries between work and personal life. I set specific working hours and try my best to stick to them. This helps me maintain a healthy separation between the two.

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Today's agenda – checkout



Listened to an extract about the importance of taking breaks (pair work + whole class)



Discussed how often you take breaks (individual + whole class)



Identified useful phrases to sequence events (whole class)



Wrote a list to describe priorities for work-life balance (individual)

**See you next
class!**