**Lesson plan: AT THE OFFICE**

**GETTING ALONG WITH YOUR COLLEAGUES**

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| **Slide** | **Aims** | **Teacher** | | | **Students** | |
| **Action** | **Suggestions** | **Timing** | **Performance** | **Timing** |
| **Introduction (6 minutes)** | To let students get to know each other and their teacher | Teacher: - reveals some information about him/herself. - asks all students introduce themselves using the suggestions in the slide | - Welcome class! My name is.. I’m … years old and I’m your teacher for this class.  - Now I would like you guys to take turn and introduce yourself using the following information:  - Nice to meet all of you! During the lesson, if you have any questions, please let me know. Thank you!   * What was your first job? * **Do you work or study?**   Answer: Well, for the past couple of years, I’ve been working for [ABC Company] as a [a job’s title], which is among the top 10 listed firms in my country.In fact, this is my first job ever & I love it so much, and I think it’s a very interesting, yet challenging line of work. Currently I’m working really hard to contribute to the success of this prestigious company.   * **Why did you choose your job?**   Answer:  I am really into[……], and I always believe that I was born for [……]. My dream is to be a successful […..] one day.   * **What do you like about your job?/ Why did you choose to do that type of work?**   Answer:  I guess it’s mainly because of the job flexibility & my passion for journalism. To be more specific, this job offers me alternatives to the typical nine-to-five work schedule, enabling me to find a better balance between work and life. Besides, this job gives me opportunities to pursue my dream to become a journalist down the road.  +, Job flexibility (expression) gives employees flexibility on how long, where and when they work.  Answer: Nine-to-five work (phrase) the normal work schedule for most jobs  **Or:**  Answer: Well I guess the thing I like most about this job is the salary. I make what I’d consider is a **lucrative income**, which means not only is it enough to cover my bills, but there’s also some extra to spend on whatever I want. So on payday, I often treat myself to a meal at a **high-end** restaurant or **splurge on a nice shirt**.  Vocabulary:  - Lucrative income: Thu nhập sinh lời  - High-end: the most sophisticated, and typically the most expensive product in a line: tinh vi nhất và thường đắt nhất, hiểu nghĩa cao cấp.  - Splurge on something: to spend a lot of money on someone or something: ý hiểu để chi tiêu rất nhiều tiền vào một ai đó hoặc một cái gì đó. | 50 seconds | - Introduce yourself using the following information. | 45 seconds/student |
| To introduce the lesson | - Teacher introduces the topic of today’s lesson | Today we will have a discussion about the topic: “**Getting along with your colleagues**”  - I hope after today’s lesson you will be able to communicate more confidently when you are in this kind of context. | 30 seconds |  |  |
| **Class rules (1 minute)** | To let students understand the class rules | - Teacher reads the rules for students | Before starting today's lesson, here are three rules I want you guys to follow:  … | 1 minute |  |  |
| **Teacher - Student (15 minutes)** | To let students practice structures they have learned in LS classes and express their ideas about the topic with the teacher. | Question 1: Teacher:- explains the game,  - gives students some new words. | **Vocabulary game: Fill in the blanks to complete the words.**  **Answers:**  **CHEERY**  **COLLEAGUE**  **FAVORITE**  **FEEL**  **TOMORROW**  **FILM**  **GREAT**  **DIFFICULT**  - Congratulations on the winners. | 1 minute |  | 1 minute/student |
| Question 2: Teacher: - asks all students in the class to answer  - knows when to stop students when they go off topic.  - uses suggestions in brackets to train students to speak one short paragraph. | And here is the question number 2: **What do you do to get along with your colleagues?**  One of the most important hiring criteria for many companies is the ability to work as a team player—yet, so many of us have colleagues who don’t play well with others  **Suggestions:**   * **Be kind to my Co-workers: Show him/her some kindness when he/she seems to be struggling. I sometimes offer to stay late to help my co-worker work on a big project with a looming deadline or bring her coffee and a cookie on a dreary Monday morning.** * **Practice Good Office Etiquette. Good manners are as important on the job as they are anywhere else. I always make sure to make phone calls in a way that doesn't distract anyone who is trying to work, keep my voice down and, if possible, have private conversations away from others.** * **Being friends with them. A warm smile goes a long way. Asking questions and accepting lunch invitations do too.** * **Engage my colleagues in small talk.** * **Join my colleagues in a sports team.** * Respect Your **Colleagues**. Buero Monaco/Taxi/Getty Images. ... * Don't Bring Up Cringe-Worthy Topics. ... * **Get** Your Workplace Relationships Off to a Good Start. ... * Find A **Way to Get** Along With Everyone, Even the Most Difficult People. ... * Practice Good Office Etiquette. ... * **Be** Kind to Your **Coworkers**. ... * Don't Spread Malicious Gossip. | 1 minute | Each student talks 3-5 sentences | 1 minute/student |
| - Fixes common grammatical mistakes arise for students. | After listening to your talks, I could see some common mistakes that you need to correct it and now I will correct them | 1 minute | Listen and take note of teacher’s comments. |  |
| **Student - Student (21 minutes)** | To let students express their ideas relating to the current and the previous contexts | Question 3: Teacher: - Lets students work in pairs  - Stops students politely when they speak more than the allowed amount of time. - Gives suggestions if necessary (write in chat box). | 1. Ok let's start with question 3: you guys will work in pairs.   **Discuss with your partner the following questions: Do you prefer working independently or in a team? Why?**  => If in the case of students do not have experience of the situation, the teacher can give suggestions:   * **I think it really important that you can work on your own, which I can do. Once you can master the art of working independently then having a team to work with is fun because you know what you're doing and can help your team do the same.** | 45 seconds | Have a short conversation with a partner. | 1 minute 30 seconds /student |
| - Corrects most common mistakes | Instead of using “..” , you can say “..”  Honestly working in group is my***priority***because my teammates can give me massive ideas to finish the tasks, you know, “***Many hands make light work***”.   * **Priority (n):** ưu tiêu * **Many hands make light work (id):** Một cây làm chẳng nên non, ba cây chụm lại nên hòn núi cao.   Honestly the***team spirit***is the most essential factor while working as a team. Everyone in the team should***self-develop***their***team-building skill***to cooperate with each other better. Besides, the team leader is equally crucial.   * **Team spirit (n):** tinh thần nhóm * **Self-develop (v):** tự phát triển * **Team-building skill (compound noun):** kỹ năng làm việc nhóm   Do you like to work or study with others or just by yourself? That’s a tough question… I like the combination of the two. It’s great working in teams while getting and sharing ideas with each other, but it’s also nice to sit at your desk and work hard productively. I like to do both so it’s hard to choose one over the other.  Do you think teamwork is important? Yeah, I’d say it’s extremely important, because I mean so much of what we do in life involves working together with others. And not only that, but I think it’s also true to say that what we can achieve with others is so much more than what we can achieve individually. And so I’d say this goes to show just how essential it is to have good teamwork skills. | 45 seconds | Listen and take note of teacher’s comments. |  |
| Question 4: Role-play:  Teacher: - Explains the situation. - Lets student practice with their partner - Gives suggestions if necessary - Corrects most common mistakes | In the last question, you guys will also work in pairs. Let’s choose one role and act it out with your partner in 3 minutes. - Read the situation for students  **A: Give your friend some advice on how to get along with his/her colleagues.**  **B: You’re A’s friend. Talk with him/her.**  **A:**   * **I can’t work on well with the new colleague.** * **Can you give me some advice?** * **What should I do?**   **B:**   * **Why don’t you say a cheery “Hello” to your colleagues each morning?** * **Engage your colleagues in small talk.** * **Join your colleagues in a sports team.**   You will have a conversation **about ways to get along with colleagues.**  Remember to use the structures and words that you have learnt in previous lessons.  Teacher can suggest students some structures to ask and answer: - Working Well with Other People in the Office Almost all jobs out there require you to work with other people. Since you may spend more time in the workplace than with your own family, you need to learn how to work well with other people.  Learning how to work well with others is the key to success. Without having that ability, you could find the task you are working on taking longer to complete, or worse yet, the task failing completely. How to Work Well with Your Co-Workers Obviously the people you will most be working with the most will be your co-workers. Learning how to work well with them will make the job much more enjoyable and help pass the time quickly. Plus it will help complete each task you and your co-workers are working on that much faster. Keep the following tips in mind:   1. **Greet them when you first see them.** The greeting at the beginning of the day means a lot. If you ignore someone when you first see them, they will instantly think something is wrong and you are upset at them. A simple "good morning" can go a long way to making the rest of the day go by without a problem. 2. **Make the new people feel welcome.** The new person always has it hard. Welcome the new employee with open arms. It can be uncomfortable for you having to interact with someone new, but think of what it's like for them. They have to learn how to work well with a large group of people they have not met before. 3. **Do your job.** One of the best ways to work well with your co-workers is to do your job. Nothing will annoy a co-worker more than someone failing to do their job. If you don't do your work, it will just give them more to do. No one wants more work to do, so ensure you do your fair share. 4. **Be respectful to your co-workers opinions.** You will inevitably have conversations with your co-workers about current events, politics, religion, and everything else in between. Even if your organization forbids you to, it ends up happening. Keeping that in mind, you have to be respectful of their opinions. If you offend them, it would make for a very tense situation in the office. 5. **Be cognizant of different personalities.** Some of your co-workers will have quirks that will get on your nerves. In turn, you will have quirks that will get on their nerves. Just be aware of that. If you know you do something which bugs others, try to tune it back. Your co-workers will appreciate it and they may do the same in return. 6. **Know that everyone has a bad day.**Sometimes people have a bad day. There could be problems at home, they could be sick, etc. So if you see someone usually outgoing is keeping to themselves, give them some space. Don't press them to talk about what's going on. Let them get through the day, and if they want to talk, they will come to you. 7. **Do favors for your co-workers.** Let's say one of your co-workers wants a day off, but can't get it unless someone works for them. You are off that day. Do them a favor and work for them. Not only will that help your relationship with your co-worker, it will also allow you to ask them for a favor in the future. You will constantly trade favors with your co-workers. You shouldn't take everything without giving something in return. 8. **Learn to apologize for your actions.** Co-workers fight, it's only human nature. What they don't tend to do is to apologize for their actions. Even if you are in the right, an apology will help smooth things over in the office that much faster. Submitting an apology, even when right, is better than weeks or months of turmoil between co-workers. 9. **You won't like everyone.** There is no way you can end up liking everyone in your office. You aren't expected to. You don't have to be friends, just co-workers. Don't act out at someone just because you don't like them. Talk to them regarding the job and go no further. If you act like you don't like them, it will create tension in the office. 10. **Have a pot-luck.** Nothing gets people getting along with one another than having a pot-luck. Talking, food, and relaxation get people talking and laughing. Every single pot-luck day I have had has been a good day. Everyone learns to get past the problems in the office and learn to work with one another when a pot-luck happens.   Keep in mind that each situation is different. You may be in unique situations that require a different approach. But these tips will help you get along with your co-workers, whether it be the first time you are meeting them, or if you have worked with them for years. | 1 minute 30 seconds | Summarize what you have learnt in last lessons to practice with a partner | 1 minute 30 seconds /student |
| **Wrap-up**  **2 minutes** | To let students understand what they learnt after the lesson | - Summarize the knowledge learnt in the lesson;  - Remind students to do homework. | - Today you guys did pretty great job in using structures in last lessons  - In pronunciation part, you have understood the difference between /l/ and /r/  - Finally, I kindly request you guys to open the Outline and click on the link on page 6 to practice more at home.  Link Vietnam:  <https://lmsvo.topicanative.edu.vn/u/login/?next=/activities/lesson/by-resource/591141501ce6854f41c86eed/>  Link Thailand: http://homework.topicanative.edu.vn/local/lemanager/index.php | 2 minutes |  |  |