**Lesson plan: AT THE OFFICE**

**ROUTINE TASKS AT WORK**

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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 to 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! | 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 **Routine tasks at work.**  - 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:**   1. **Put the words into the boxes to have the correct pronunciations.**   **Answers:**   * **/ɪ/: Think, Quit, Creative, Finish** * **/i:/: Routine, Reason, Sheet, Screen**   - 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 are your routine tasks?**  **Suggestions:**   * **Compile, copy, prepare documents.** * **Communicate with customers, employees.** * **Check, send emails, answer telephones, messages.** * **Attend meetings, arrange appointments.** | 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). | Ok let's start with question 3: you guys will work in pairs.  **Discuss with your partner some ways to make a boring job more interesting.**  => If in the case of students do not have experience of the situation, the teacher can give suggestions:   * **Help your co-workers, increase the relationships with your colleagues.** * **Focus on the positive. Regardless of what we are doing, there are usually some positive aspects of it.** * **Don’t overthink. If we spend too much time thinking about something rather than just doing it, we can easily make a big deal out of nothing.** * **Always do your best, set high standards for yourself.** | 45 seconds | Have a short conversation with a partner. | 1 minute 30 seconds /student |
| - Corrects most common mistakes | Instead of using “..” , you can say “..” | 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: Talk with your friend about your routine tasks at work.**  **B: You are student A’s friend. Talk with him/her.**  **Suggestions:**  **A:**   * **You look sad. Is everything okay?** * **Why? I think it’s a great job with a high salary.** * **Really? What are your routine tasks?** * **I think you should think about how good you will feel when you finish your work.** * **You ought to keep distractions like cell phones away from you.** * **You should learn how to manage time better.**   **B:**   * **Well, I’m thinking about quitting my job.** * **No, it’s not. It’s repetitive, unchallenging and uncreative.** * **I do data entry, copying and pasting data into files. I also do sorting and filing paperwork.** * **Yes, sometimes I do feel a sense of accomplishment.**   You will have a conversation **about routine tasks at work.**  Remember to use the structures and words that you have learnt in previous lessons.  Teacher can suggest students some structures to ask and answer:  - | 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 /ɪ/ and /i:/  - However, I kindly request you guys to find homework to practice more at home  ..  Link Vietnam: <https://lmsvo.topicanative.edu.vn/u/login/?next=/activities/lesson/by-resource/5911a9a01ce6854f3fc86ec5/>  Link Thailand: http://homework.topicanative.edu.vn/local/lemanager/index.php | 2 minutes |  |  |