**Lesson plan: AT THE OFFICE**

**YOUR COMPANY’S NEW PROJECTS**

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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!   * **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.  **What do you dislike about your job?**  Answer:  Sometimes I feel dead tired when sitting in front of a computer screen all day long to deal with overwhelming workload.  I mean, I’ve led a sedentary lifestyle which really exerts a negative effect on my physical & mental health & I have had a very hectic schedule, which always keeps me up to my ears in deadlines. Down the road I am yearning for a job that involves dealing with people & makes me feel less stressful.  Vocabulary:  - Dead tired: exhausted ( Mệt mỏi, kiệt sức)  - All day long: during the entire day (cả ngày dài, suốt cả ngày)  - Overwhelming:  very intense (Áp đảo, rất mãnh liệt)  - Sedentary lifestyle: a type of lifestyle with little or no physical activity (Lối sống ít vận động, chỉ một loại lối sống với ít hoặc không có hoạt động thể chất)  - Hectic: busy (ý chỉ bận rộn)  - Up to my ears in something: busy doing something (ý chỉ bận rộn để làm điều gì)  - Down the road: in the future (thành ngữ ý chỉ trong tương lai)  - Yearn for:  to feel a powerful desire for something (để cảm thấy một mong muốn mạnh mẽ cho 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 **Your company’s new projects.**  - 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. **Match column A to column B to complete the sentences.**   **Answers:**  **1 – f**  **2 – d**  **3 – a**  **4 – b**  **5 – e**  **6 - c**  - 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:  **Talk about one of your company’s projects that you have participated in / was involved in**  ***Describe a team project that you worked on. You should say:***   * ***what it was*** * ***what you did*** * ***and how you felt about it.***   Example answer (band 9):  I’d like to talk about a team project that I was involved in during my final term at business school. There were four of us on the team, and our task was to work with a local company to research a new market, in a European country, for one of their products or services. Our objective was to produce a report and give a presentation.  The first thing we did was split into two groups of two. We had been assigned a company that produced a range of bicycle accessories, so two of us spent some time getting to know the company while the other two researched the market and the competitors in the target country, which was Germany. In the end, I think it was a successful project because we managed to identify a possible gap in the market in Germany for one of the company’s products. Our group presentation also went really well.  Until that point, the course had been all about business theory, so it was quite a learning experience to work with a real company. I felt a real sense of accomplishment when we handed in our report and delivered our presentation, and I think all of us were proud of what we had done.  **Suggestions:**   * **What kind of project was it?** * **What were the goals of that project?** * **Who led that project?** * **What tasks were you responsible in that project?** | 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 how to get/ earn a promotion./ how do you get promoted**  Many of us would love to be promoted. Advancement usually means more influence, more money and more control over your day-to-day tasks – just to name a few perks.  **Perk : an**[**advantage**](https://dictionary.cambridge.org/vi/dictionary/english/advantage)**or something**[**extra**](https://dictionary.cambridge.org/vi/dictionary/english/extra)**, such as**[**money**](https://dictionary.cambridge.org/vi/dictionary/english/money)**or**[**goods**](https://dictionary.cambridge.org/vi/dictionary/english/goods)**, that you are given because of**[**your**](https://dictionary.cambridge.org/vi/dictionary/english/your)[**job**](https://dictionary.cambridge.org/vi/dictionary/english/job)**:** **1.**  1. You need to be good at your job3. You are easy to work with and have strong relationships across the organization.You are a “yes” person.You listen. You are purposeful with what you say and how you say it. => If in the case of students do not have experience of  the situation, the teacher can give suggestions:   * **If you want to move up in your career, you have to "act, think, and communicate like a leader long before that promotion".** * **Building positive relationships at work. Employees who build these relationships have a better chance at getting a promotion because they make the workday more pleasant.** * **Talking with your supervisor about your goals and ambitions is a good idea. If you're lacking in certain areas, your boss can tell you what you need to work on in order to be considered for a promotion or a pay raise.** | 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 co-worker about your company’s new project.**  **B: You are student A’s co-worker. Talk with him/her.**  **A:**   * **What kind of project was it?** * **What were the goals of that project?** * **Who led that project?**   **What tasks were you responsible in that project**   * **Hey Jane. Have you heard about our company’s new project?** * **Really? When will the project start?** * **I’m not sure because I’ve been quite busy lately. Do you know how long it will last?** * **Okay. Thanks for letting me know. I’ll think about it.**   **B:**   * **Yes, I have. I’m really excited about it. I’ve asked my manager if I can join in.** * **It’ll start next week. Do you want to participate?** * **About 5 weeks, I think.** * **6 steps to start your project right** * Know your project * Set a vision * Create and communicate project charter * Establish formal sign-offs early on * Create project “notebooks”, using collaboration tools for remote teams * Build and nurture team and stakeholder relationships   You will have a conversation **about company’s new projects.**  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 /k/ and /t/  - 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/5911afc61ce6854f40c86fd0/>  Link Thailand: http://homework.topicanative.edu.vn/local/lemanager/index.php  Getting a promotion takes more than just doing your job well. To move up the ladder to the next step if your career, you have to prove to decision makers and leadership that you are ready and deserving enough to take on more responsibility. This takes consistently working your best, staying dedicated to your work, and much more.  If you’re sick of being passed up for [promotions](https://www.glassdoor.com/blog/promotion-2018/), check out these eight habits of employees that get promoted. Make small changes as necessary if you’re ready to take the next step in your career. 1. Set and Communicate Career Goals Be goal-oriented Before the start of the year, sit down with your boss to set and [discuss your professional career goals](https://www.glassdoor.com/blog/try-in-the-new-year/). Be open about where you see yourself 6-months or a year. A good boss will help you achieve these goals by giving you opportunities to grow and provide support to keep you on track.  “In many cases, he or she truly does want to see you achieve your goals. As a manager myself, I constantly ask my employees ‘Where do you see yourself in five years?’—because if there’s a way I can help them along, I’ll do it. Whether that means putting in a good word for them in a different department at my current company or assigning them specials projects that will help them [build new skill sets](https://www.glassdoor.com/blog/surprising-skills/) for a different role, I want to help,” says [Katie Douthwaite Wolf](https://www.themuse.com/advice/5-things-you-should-be-talking-to-your-boss-about), The Muse contributor.  They key, says Wolf, is to avoid announcing plans to “jump ship or that you want to take over your boss’s position.” Instead, think bigger and broader and come ready to discuss the ways you think your boss can help.  [Bosses Reveal: 10 Things That Will Help You Get Promoted in 2018](https://www.glassdoor.com/blog/get-promoted-2018/) 2. Always Be a Team Player Be collaborative Employers don’t like when employees are focused on “I” rather than “we.” They want team players who are committed to helping the greater good of the team, which ultimately benefits the company:  “A good employee volunteers his or her efforts before even being asked. They volunteer for more tasks and responsibility, and not just because of immediate reward,” according to the guide, [*How to be Promotable*](https://www.netcredit.com/blog/how-to-be-promotable/). “This type of employees simply goes above and beyond and will be the first thought of when promotions are being decided.” 3. Make Yourself Indispensable Be irreplaceable How can you make yourself an indispensable member of your team? One way is to become the go-to person for something specific, like designing dynamic sales decks to dealing with challenging customers. People in positions like this are not only sought after by coworkers, but also seen by leadership because they naturally stand out as someone people are always looking for.  [8 Ways to Cultivate Better Work Relationships in 2018](https://www.glassdoor.com/blog/cultivate-better-work-relationships/) 4. Keep Learning Take initiative Show your boss that you’re committed to [continuously improving and developing your skills](https://www.glassdoor.com/blog/7-ways-to-get-recruiters-job-offers-to-come-to-you/) by finding learning opportunities, both within the office and outside of it. This doesn’t mean you need to get your Masters or PhD, unless that’s relevant to your job. Instead, enroll in one webinar each month, use your own money to attend conferences, or ask to be put on projects outside of your department. This shows that you’re serious about your career, and aren’t waiting for someone else to get you where you want to go. 5. Document Your Success Advocate for yourself When asking for a promotion, leadership is going to want to know what kind of value you bring to the business. Rather trying to think back at all you’ve accomplished, build a “working” portfolio throughout the year. After you’ve completed an important project or performed a record sales month, document it. When noting your successes, focus on the most important details:  “Keep a record of everything you do that enhances the company’s bottom line, that puts the company or your department in a good light, that is creative and innovative, and that shows your loyalty and commitment to the organization,” says [Randall S. Hansen, Ph.D](https://www.livecareer.com/career/advice/jobs/getting-promoted-strategies).  This tracking shows that you’ve been successful and improved the company, and are invested in the work you’re doing. 6. Don’t Be Afraid to Take Charge Show leadership potential Do you display passion, trustworthiness, decisiveness and confidence? Possessing these types of leadership skills is essential for getting promoted. After all, the first step in being a leader is acting like one. Don’t get involved in office politics or develop bad habits, like being late or missing deadlines. [Leaders](https://www.glassdoor.com/blog/robert-glazer-leadership/" \t "_blank)need to be great role models for the employees they manage and work with, and without these skills, it will be hard to get a management promotion. | 2 minutes |  |  |