**LESSON PLAN**

**HOW TO DEVELOP YOUR STRENGTHS AT WORK**

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| **Slide** | **Aims** | **Teacher** | | | **Students** | |
| **Action** | **Suggestions** | **Timing** | **Performance** | **Timing** |
| **Introduction (7 minutes)** | To let students get to know each other and their teacher | Teacher: - reveals some information about him/herself. - asks all students introduce themselves based on the information 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.  Name Age Job Address Hobby  **Where do you want to see yourself in 10 years?**  Answer:  Well, this question pops into my mind from time to time, but to be honest, I have never managed to have an answer for it. I reckon that 10 years is such a long time and anything could happen, so it is hard to tell from now.   * **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. | **40 seconds** | Introduce yourself using the following information.  Name  Age  Job  Address  Hobby | **1 minute/student** |
| To introduce the lesson | - Teacher introduces the lesson | The topic for the lesson today is: **How to develop your strengths at work** and I hope after today’s lesson you will be able to express your ideas related to the topic fluently. | **20 seconds** |  |  |
| **Class rule (30 seconds)** | To let students understand the class rules | - Teacher reads three rules and makes sure the students understand all those rules. | Before starting today's lesson, here are three rules I want you guys to follow:  - Use English only - Practice speaking on a topic under the guidance of the teacher - Don’t do personal things in the class | **30 seconds** | Listen and follow the class rules |  |
| **Teacher - Student (16 minutes)** | To let students review the previous lesson and express their ideas about the topic with their teacher. | Question 1: Teacher explains the game, extend to the students some sentences using these words. | **Vocabulary game: In 30 seconds, list as many “Strengths and weaknesses of people” as possible. Who gets the most correct words will be the winner. Your words must be different from others’.**  **Some strengths:** hard-working, patient, cautious, intelligent, creative, energetic, active, etc.   * Creativity * Versatility * Flexibility * Focused * Taking Initiative * Honesty * Dedication * Integrity * Continuous Learning * Self-control   **Some weaknesses:**   * Taking too many risks * Too critical of other people’s work * Too detail-oriented * Too helpful * Too honest * Work too many hours * Self-criticism * Insecure * Extremely Introverted * Extremely Extroverted * Creative Writing * Too detail oriented * Financial Literacy * A Particular Software * Too sensitive * Presentation Skills | **1 minute** |  | **1 minute/student** |
| Question 2: Teachers  - asks all students in the class and know when to stop the student when they go off topic. | **What is your greatest strength? How does it help you?**  **Suggestions:**   * Hard-working   Help:   * Work under pressure * Never feel tired * Etc. * "[**I believe my strongest trait** is my attention to detail. **This trait** has helped me tremendously in this field of work](http://www.mshoagiaotiep.com/uploads/files/level_4/interviewing_3_1.mp3)." * "[**I've always been** a great team player. **I'm good at** keeping a team together and producing quality work in a team environment](http://www.mshoagiaotiep.com/uploads/files/level_4/interviewing_3_2.mp3)." * "[After having worked for a couple of years, **I realized my strength** is accomplishing a large amount of work within a short period of time. I get things done on time and **my manager always appreciated it.**](http://www.mshoagiaotiep.com/uploads/files/level_4/interviewing_3_3.mp3)**"** * "[**My strongest trait is** in customer service. I listen and pay close attention to my customer's needs and **I make sure** they are more than satisfied](http://www.mshoagiaotiep.com/uploads/files/level_4/interviewing_3_4.mp3)."   "[**A couple strengths I have** are *planning and execution*, and *working with people*. I've always been very **good at** planning and detailing all the steps. Even in college, **I would spend time** organizing my week and planning a strategy to tackle each class or assignment. Executing a plan has always come easy for me as well. I believe it's due to proper planning. **I also work** with people very well in a way where I use the strengths of each individual in a team to produce the best results. Because of my **easy going personality**, I've been told by my directs that it's easy to approach me.](http://www.mshoagiaotiep.com/uploads/files/level_4/interviewing_3_5.mp3)"  "[I'm very *detail oriented*, good at *managing time*, and *very honest*. I always incorporate managing time and being detailed together. **By nature I've been** detail oriented, and that resulted in taking too much time on a particular task. *After incorporating time management into the mix,****I found that my work****and efficiency increased dramatically*. I plan better and produce higher quality work in a time constraint environment. Finally, I'm a very honest person. *When I was working as a valet attendant during college, a lady gave me a twenty dollar bill to pay for the three dollar fee. She almost drove off the lot, but I stopped her and said here is your change. My co-workers said I should have considered the change as tip, but I know what I did was honest and right.* You can fool other people, but you can't fool yourself. That's what I believe."](http://www.mshoagiaotiep.com/uploads/files/level_4/interviewing_3_6.mp3) | **1 minute** | Students will present, recounted experiences related to the topic (from 3 to 5 sentences) to apply the vocabulary, structures they have learned. | **1 minute/student** |
| Teacher fixes grammatical mistakes arise for students. | You will correct mistakes (grammar, vocabulary, pronunciation) which related to topic. | **2 minutes** | Listen and take note of teacher’s comments. |  |
| **Student - Student (21 minutes)** | To let students express their ideas relating to the current also the previous topics | 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 “What your colleagues often think about you and how to minimize your weaknesses” with your partner.”**  => In case students do not have experience of the situation, the teacher can give some suggestions:   * **What do people think are your strengths? Do you think so?** * **What do people think are your weaknesses? Do you think so?** * **Ways to minimize your weaknesses? (identify, follow rules, etc.)**   **Etc.** [**I think my weakest trait is** my impatience. *Whenever I work in a team and a member is not performing up to my expectations, I can get impatient and annoyed. I understand if they are working hard and their portion is difficult, but sometimes a person can't do the assignment due to incompetence or laziness. A while back I would get frustrated and start complaining, but I realized that I can help out by explaining things to some people and encouraging lazy people by reminding them of deadlines.* I know **it's bad to be impatient**, **but** I'm definitely working on it](http://www.mshoagiaotiep.com/uploads/files/level_4/interviewing_3_7.mp3)."  "[**I'm too** detail oriented. *I never want to leave anything out and I want everything to be perfect. This is bad because it slows down my work. Initially, I tried to work faster to compensate, but that only made me sloppy.***So I decided to** put more emphasis on priority and planning. By doing so, I'm hoping that I can make the proper decisions on what to work on and what to intentionally leave out.](http://www.mshoagiaotiep.com/uploads/files/level_4/interviewing_3_8.mp3) | **45 seconds** | Have a short conversation with a partner. | **1 minute 30 seconds /student** |
| - Corrects most common mistakes |  | **45 seconds** | Listen and take note of teacher’s comments. |  |
| Question 4: Role-play: students will apply the knowledge they have learned from the previous lesson to practice and act in the context. Teacher: - Explains the situation. - Lets student practice with their partner/classmate. - 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 - Let two students talk with each other.  **Suggestions:**  **What is your greatest strength?** My greatest strength is persistence. “…I work really hard and I don’t give up easily.” Can you get me an example? “Yes. When I was a student, I had problem with physic class.” …I didn’t give up though. …I got it through and I studied really hard. “…Finally, I pass the class with an A. **Do you have any example at work? ”** “Yes. When I was a manager at total entrance, we had a very important quota deadline. ” “…I wouldn’t stop working until we met the quota.” “…I talked to the staff and we all worked really hard to meet the deadline.” What about your greatest weakness? “My greatest weakness would be that I’m not trained in accounting, I can still learn though.” | **1 minute 30 seconds** | Summarize what you have learnt in last lessons | **1 minute 30 seconds /student** |
| **Wrap-up**  **(30 seconds)** | Put things together | Let students have an overview of the aspects related to the topic they have discussed. | *- So, in today’s lesson, we have discussed…*  *- Finally, I kindly request you guys to open the Outline and click on the link on page 5 to practice more at home.*  *Link:*  [*https://lmsvo.topicanative.edu.vn/u/login/?next=/activities/lesson/by-resource/5aa8f94a1ce6853b9e6a44cc*](https://lmsvo.topicanative.edu.vn/u/login/?next=/activities/lesson/by-resource/5aa8f94a1ce6853b9e6a44cc)/ | **30 seconds** | Listen to teacher. |  |