**LESSON PLAN**

**THE SECRET TO MULTITASKING**

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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:  - Reveal some personal information. - Ask all students to introduce themselves based on the information on 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 yourselves using the following information.  Name: Age: Job:*  *Address: Hobby:* | **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 discussion today is:* **The secret to multitasking** *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 about 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, extends to the students some sentences using these words. | Vocabulary game: Fill the letter(s) in the blank(s) to complete the word(s). Who gets most correct words will be the winner.  **Keys:**   1. **divided** 2. **light** 3. **success** 4. **surf** 5. **lead** 6. **affect** 7. **brains** | **1 minute** | List words and phrases | **1 minute/student** |
| **Question 2:**  Teacher explains the given question(s) to the students  Teacher can cut in politely students if they go off the topic. | **How good are you at multitasking?**  **Can you give an example of how you multitask?**  => If students do not have any experiences in the situation, the teacher can give some suggestions:   * **It does depend on how you define multitasking. I've read that, when multitasking, people just appear to be handling more than one task at the same time and that it's largely counter-productive.** * **I'm certainly more than capable of multitasking in this fashion when necessary. It's a matter of concentration.** * **﻿Yes I am good at multitasking.** * **I’m perfect at multitasking!** * **I can so like 6 things at 1 time.** * **I’m overwhelmed: Ironically, doing many things at once makes me less efficient.** | **1 minute** | Students apply the vocabulary, structures they have learned to answer the question(s)  (from 3 to 5 sentences) | **1 minute/student** |
| Teacher corrects students’ mistakes. | You will correct mistakes (grammar, vocabulary, pronunciation) which are related to the topic. | **2 minutes** | Listen and take note of teacher’s comments. |  |
| **Student - Student (21 minutes)** | To let students express their ideas related to the topic | **Question 3**: Teacher:  - Let students work in pairs  - Stop students politely when they speak more than the allowed amount of time. - Give suggestions if necessary (write in chat box). | *Ok let's start with question 3: you guys will work in pairs .* **“Are women really better at multitasking than men?”**  => If students do not have any experiences in the situation, the teacher can give them some suggestions:   * **Nobody's really better at multitasking. It's just another word for doing several things simultaneously.** * **No. multitasking is less stressful for women** * **Apparently, but multi-tasking itself isn't always "better". Sometimes it's actually LESS efficient.** * **Yeah. Most of the time they are always stuck with the kids. so they have to cook, do laundry while having children in the house.** | **45 seconds** | Have a short conversation with a partner. | **1 minute 30 seconds /student** |
| - Correct the 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 and act in the context. Teacher:  - Explain the situation. - Let students practice with their partner/classmate. - Give suggestions if necessary - Correct the 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   * **Cut down on distractions** * **Take a deep breath, stretch and step away from your desk every once in a while.** * **Use a tool to help you multitask.  Choose tasks which are routine, familiar, or fluent to multitask.** * **Plan ahead.** * **Allow extra time** * **Use wait time efficiently** * **Eliminate unnecessary tasks** | **1 minute 30 seconds** | Do the requirements of the lesson.  Listen and take note of the teacher’s comments | **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/activities/lesson/by-resource/5a302ae51ce6852bbae5edb4/*](https://lmsvo.topicanative.edu.vn/activities/lesson/by-resource/5a302ae51ce6852bbae5edb4/) | **30 seconds** | Listen to the teacher. |  |