**HOW TO BUILD THE BEST WORKING ENVIRONMENT**

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| **Attitude** | | | **Skill** | | | | | **Knowledge** | |
|  | Attitude | Teacher's action | **Skills** | **Elements** | **Levels** | | |
|  |  |  | **Basic** | **Intermediate** | **Advanced** |
| 1 | Topica keeps promise | -Let students watch a warm-up video  -Introduce name and nationality while profile is being shown  -Ask students to send feedback to advisor | **Listening** | Vocabulary | Can understand isolated words: | Can understand simple words and phrases: **Discrimination (n), Executive (n) , Pension (n), Apprenticeship (n), Persistence (n), Tactful (adj), Jump the gun, In the red**  Can understand words or phrases in a text regardless of the location in the spoken exchanges | Can understand all words and phrases in extended spoken exchanges | **Vocabulary and pronunciation** | Words:  **Discrimination (n), Executive (n) , Pension (n), Apprenticeship (n), Persistence (n), Tactful (adj), Jump the gun, In the red** |
| 2 | Respectful and serious in class | -Indicate the objectives of the lesson | Grammar | Can understand simple sentences made up from simple grammatical structures | Can understand complex sentences made up from lesson grammar | Can understand extended spoken exchanges using grammar form of lesson |
| 3 | Dare to say, not be shy | -Encourage and give suggestions when students can't answer questions | Can hear the targeted sounds in the extended spoken exchanges |
| 4 | Seriously study LP | -Point out and correct students’ mistakes immediately.  -Show the assessment form for student to review their mistakes | **Speaking** | Vocabulary | Can speak isolated words, phrases and short sentences with the help of teacher | Can use some complex sentences to support opinion | Can flexibly use advanced words and phrases in the lesson to conduct extended spoken exchanges |
| 5 | Actively take part in activities | -Be friendly, willing to answer and create opportunities for students to speak | Grammar | Can speak a simple sentence using targeted grammar: | Can speak complex sentences using targeted grammar:  **S + would rather + do Sth + than + do Sth.** | Can conduct extended spoken exchanges using targeted grammar | **Grammar** | Structure:  **S + would rather + do Sth + than + do Sth.** |
| 6 | Confident | -Avoid negative comments/feedback; make the task easier by making examples, giving suggestions and translation into Vietnamese | Can conduct extended spoken exchanges using targeted sounds |
| 7 | Comfortable | -Be funny, easy going, flexible, helpful and avoid pressure on students  -Show the warm-up video | **Conversation** | Vocabulary | Can create a 5- sentence conversation using simple vocabularies | Can create a medium conversation (about 10 - 12 sentences) using phrases or complex sentences | Can create an extended conversation using lesson vocabularies |
| 8 | Be respectful | -Pronounce students’ names;  -Acknowledge students'study history -Avoid interrupting students' talk, answer students' question, no swear words  -Take note of students’mistakes in the assessment form. | Grammar | Can create a 5-sentence conversation using targeted grammar. | Can create a medium conversation (about 10 - 12 sentences) using targeted grammar in complex sentences | Can create an extended conversation using lesson grammar |  |  |
| 9 | Practical | -Give student more chances to speak/practice, refer to social knowledge | Can create an extended conversation using targeted sounds |  |  |
| 10 | Happy | -Tell a joke related to the topic, use humorous words/actions, facial expressions and body language |  |  |
| 11 | Friendly | -Regard students as friends, smile and avoid formal words |  |  |  |  |  |  |  |

**Detailed description**

***Notes:***

- Teachersneed to call students in random orders for different parts of the lesson.

- If there are fewer than 6 students in a session, let the students answer all the questions using all the suggestions in each section. For example, in the “Wear your word” part, each student will define one word, if there is only one student; let him/her try to define all words.

- Try to take note of students’ answers on the board as much as possible for each section and correct the mistakes (if any).

- Before moving to a new section of the lesson, remember to tell the link between this section with the topic or with the previous section.

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| **Slide** | **Activities** | **Aims** | **Teacher** | | | **Students** | |
| **Action** | **Suggestion** | **Timing** | **Performance** | **Timing** |
| Getting to know  ***4 minutes*** | Teacher’s introduction | To help teacher and students to make acquaintance with each other. | - Teacher reveals some information about him/herself. |  | ***30 seconds*** |  |  |
| Students’ introduction | - Ask the students **to answer the given question** | *- To start our lesson, I would like you to* ***answer the given question:***   * ***In your opinion, what is the most important element to create the best workplace?*** | **Answer the given question** | ***30 seconds/ student*** |
| Topic introduction | To introduce the lesson topic and objectives. | - Introduce the topic and aims of the lesson. | *- Here is what we will learn today: some vocabularies and useful structures to talk about the topic:*  ***How to build the best working environment*** | ***30 seconds*** |  |  |
| Speak up  ***7 minutes*** | **Students watch the video and answer questions** | To warm up the atmosphere and get students ready to learn. | - Ask students to **watch the video and answer the given questions** | * *Now, I would like you to* ***watch the video and then answer the given questions:*** * **What are the STQP elements?** * **Choose one element and describe it.** | ***1 minute*** | -**Watch the video and answer the given questions** | ***60 seconds/ student*** |

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| Wear your words  ***10 minutes*** | Learn single words | To learn some vocabularies related to the topic and make sentences with them | - Read the words, and ask each student to repeat all of them on his/ her turn.  - Then, make a sentence using one of the words. | *- In this part, you will learn some vocabularies related to the topic.*  *- Firstly, listen to those words. Then, I will call one by one to repeat all of them.*  *- Now, define one of the words, and make a sentence using one of the words.*  *- Definitions of words:*   1. ***Discrimination (n)*** ***/dɪˌskrɪmɪˈneɪʃn/:*** *Unfair treatment because of race, sex, color, religion, age, etc.* 2. ***Executive (n)*** ***/ɪɡˈzekjətɪv/:*** *High-ranking employee who manages the affairs of a department in a company.* 3. ***Pension (n)*** ***/ˈpenʃn/:*** *A regular payment to a retired person by a former employer* 4. ***Apprenticeship (n)*** ***/əˈprentɪʃɪp/:*** *The training period during which a beginning worker learns a trade* 5. ***Persistence (n)*** ***/pərˈsɪstəns/:*** *The quality of steadily moving forward in spite of problems or obstacles.* 6. ***Tactful (adj)*** ***/ˈtæktfl/:*** *Careful not to say or do anything that will annoy or upset other people*   *-Example:*  *He’s a senior* ***executive*** *in a computer firm.* | ***30 seconds*** | - Repeat the words after the teacher.  - Choose one word to define. Then, make a sentence using one of the words. | ***50 seconds/ student*** |
|  | Learn to use some idioms | To learn some idioms and make sentences with them | - Ask students to look at the definition of the given idioms and make a sentence using one of the given idioms | *-After learning some vocabularies, we learn some related* idioms  *- Firstly, look at the meanings of the* idioms*. Then, make a sentence using one of the given* idioms.  *+* ***Jump the gun****: to do something too soon, especially without thinking carefully about it*  ***+ In the red:*** *when a company is in debt or failing to show a profit* | ***30 seconds*** | - Look at the definition of the given idioms and make a sentence using one of the given idioms | ***40 seconds/student*** |
| Essential structures  ***10 minutes*** | Make sentences using grammar structure | To learn how to use the given structure | - Introduce the grammar structures to students.  - Ask students to make a sentence using the given structure. | *- Now, you will learn how to use:*  ***S + would rather + do something + than + do something.***  *-Next, make a sentence using the given structure.*  *-Examples:*   * ***I would rather work for you than work for him.*** * ***Anne would rather raise her employees’ salaries than let them go*** | ***1 minute*** | -Make a sentence using the given structure. | ***90 seconds/ student*** |
| Raise your voice  ***10 minutes*** | Make a conversation on the topic | To let students talk about the topic | - Discuss the given topic | *- Now, you have learnt useful vocabulary and structures; let’s use them to have a conversation.*  ***In 180 seconds, discuss what a company should do to create the best working environment with your partner.*** | ***1 minute*** | - Work in pairs to discuss with your partner the topic.  - Try to use the vocabularies and useful structures learnt in the lesson in their conversations. | ***180 seconds/ pair*** |
| Assessment  ***3 minutes*** | Assess students’ performance | Let students know their progress after each lesson | - Give comments on students’ pronunciation, grammar, vocabulary;  - Ask if students have any questions related to the lesson. | *-Write short comments on the assessment form* | ***3 minutes*** | - Take note of the teacher’s comments;  - Ask the teacher if there is any question. |  |
| What we gain  ***1 minute*** | Put things together | Let students know what they learnt in the lesson | - Summarize the knowledge learnt in the lesson;  - Remind students: "Finally, I kindly request you guys to finish homework by opening the Outline and clicking on the link on page 9."  **Link:**  **https://lmsvo.topicanative.edu.vn/u/login/?next=/activities/lesson/by-**resource/59c2b6601ce68539b82d157d/ | *- So, let’s have a look at the board for what we learnt today and take notes if necessary.* | ***1minute*** | - Remember what they leant and do homework. |  |