**LESSON PLAN**

**HOW TO BUILD THE BEST WORKING ENVIRONMENT**

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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 | **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 build the best working environment”,** 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 words related to the topic: **“Working environment**” as possible. But remember that your words must be different from others’.  **The teacher can suggest some aspects related to colleagues, atmosphere, managers…** | **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 would be your ideal working environment?  Suggestions:   * **Friendly environment in which there is full empowerment** * **Employees can enjoy their work** * **High level of team work with confidence and vision in mind** * **A helpful boss** * **Supportive colleagues** * **Available resources** * **Recognition** * **Respect** | **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. **How important is the working environment? How have working conditions changed in recent years?**  => In case students do not have experience of the situation, the teacher can give some suggestions:   * **A positive, collaborative, creative work environment is what retains employees in the long run, and motivates them to work harder.** * **The physical environment of a workplace greatly affects the positivity within the firm. Great energy can be created by an, attractive, comfortable physical environment.** | **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:  **Some signs of a bad working environment:**   * lack of social interaction between your employees * Inability to make decisions * No faith in your product * Unmotivated * work overtime every evening or have to cancel personal plans to be at work * Boring training | **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 together about…  - Finally, I kindly request you guys to remmember to finish your homework on Voxy Application.  **Link:**  **https://lmsvo.topicanative.edu.vn/u/login/?next=/activities/lesson/by-resource/573f398fa8615a097047f2ec/** | **30 seconds** | Listen to teacher. |  |