**WRITING A BUSINESS PLAN**

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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: **Innovation, Mission, Address, Scenario, Procedure, Forecast, Be written all over somebody’s face, Not worth the paper it’s written/printed on**  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:  **Innovation, Mission, Address, Scenario, Procedure, Forecast, Be written all over somebody’s face, Not worth the paper it’s written/printed on** |
| 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 + plan + how + S + V.** | Can conduct extended spoken exchanges using targeted grammar | **Grammar** | Structure:  **S + plan + how + S + V.** |
| 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:***

- Teachers need 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 questions** | *- To start our lesson, I would like you to* ***answer the given questions:***   * ***Have you ever written a business plan?*** * ***Do you think it is difficult to write a business plan?*** | **Answer the given questions** | ***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:*  ***Writing a business plan*** | ***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***   1. ***What are the main components of a business plan?*** 2. ***What are some requirements of each component?*** | ***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. ***Innovation (n)*** */ˌɪnəˈveɪʃn/*   *a new idea, way of doing something, etc. that has been introduced or discovered*   1. ***Mission (n)*** */ˈmɪʃn/*   *particular work that you feel it is your duty to do*   1. ***Address (v)*** */ˈædres/*   *to speak to a group of people, especially in a meeting or formal event*   1. ***Scenario (n)*** */səˈnærioʊ/**a description of how things might happen in the future* 2. ***Procedure (n)*** */prəˈsiːdʒər/*   *the official or formal order or way of doing something, especially in business, law or politics*   1. ***Forecast (v)*** */ˈfɔːrkæst/**to say what you think will happen in the future based on information that you have now*  * *Example:*   *It is difficult to* ***forecast*** *the demand for the new train service.* | ***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  *+* ***Be written all over somebody’s face:*** *(of a feeling) to be very obvious to other people from the expression on somebody’s face*  *+* ***Not worth the paper it’s written/printed on:*** *(of an agreement or official document) having no value, especially legally, or because one of the people involved has no intention of doing what they said they would*  ***Examples****:*   * *Jame* ***was written all over his face.*** * *That contract* ***isn't worth the paper it's written on.*** | ***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 + plan + to + V + O.***  *- Next, make a sentence using the given structure.*  *- Example:*   * *I am* ***planning to build my own house****.* | ***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 how to write a business plan 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 gained  ***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 Outline and clicking link on page 9."  Link: <https://lmsvo.topicanative.edu.vn/u/login/?next=/activities/lesson/by-resource/5947e8931ce6853a8680e533/> | *- So, let’s have a look at the board for what we learnt today and take notes if necessary.* | ***1minute*** | - Remember what they learnt and do homework. |  |