

TIPS FOR IMPROVING PLANNING SKILLS

CLASS INTRODUCTION

In turn introduce yourself using the following information:

- ✓ Name
- ✓ Age
- ✓ Job
- ✓ Address
- ✓ Hobby

Class Rules

1. Use English only
2. Practice speaking on a topic under the guidance of the teacher
3. Don't do personal things in the class



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Technical support



Use headphones



No speaker

1. Vocabulary game: Fill

letters in the blanks to complete the words. Who gets the most correct words in the shortest time will be the winner.



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2. Why are planning skills important?

3. Discuss the following question with your partner: What should you do when you fail to achieve your goals?



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4. Role-play

A: You are overloaded at work. Ask your boss to extend the deadline of the project.

B: You are the boss. Approve A's proposal and suggest some planning skills to finish the project on time to him/her.



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A cup of coffee, a watch, and a notebook in the background.

Wrap-up

Topic: **Tips for improving planning skills**

- Have discussions about:
 - ✓ Why are planning skills important?
 - ✓ What should you do when you fail to achieve your goals?
- **Please don't forget to rate our lesson today**
- Finish your homework [here \(It doesn't apply to all students\)](#)