

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



Vietnam: 1800 6885
Thailand: 021 054 346
Indo: +622 129 223 068
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.



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?



Vietnam: 1800 6885
Thailand: 021 054 346
Indo: +622 129 223 068
Technical support



Use headphones



No speaker

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.



Vietnam: 1800 6885
Thailand: 021 054 346
Indo: +622 129 223 068
Technical support



Use headphones



No speaker

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 \(It doesn't apply to all students\)](#)