

TIPS FOR IMPROVING PLANNING SKILLS

In 30 seconds, answer the following question:

- Why do we need to plan?

Watch the video, then answer the given questions in 60 seconds:

1. How many techniques are mentioned in the video?
2. In your opinion, what is the most important thing people should do to manage time more effectively?

Video



Source:

<http://www.dailymotion.com/video/x45pppe>



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Use headphones



No speaker

Wear Your Words

Listen and repeat. Then, choose a word to define.

1. **Manageable (adj)** /'mænidʒəbl/

2. **Component (n)** /kəm'pəʊnənt/

3. **Sequential (adj)** /sɪ'kwɛnʃl/

4. **Brainstorm (v)** /'breɪnstɔːrm/

5. **Organize (v)** /'ɔːrgənəɪz/

6. **Vision (n)** /'vɪʒn/

Make a sentence using that word.

Example: Break the problem down into its **component parts**.



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Wear Your Words

Explanation of two useful phrasal verbs:

Plan sth out

to plan carefully and in detail something that you are going to do in the future

Put sth off

to cancel a meeting or an arrangement that you have made with somebody



Examples:

- ✓ She has her career all **planned out**.
- ✓ It's too late to **put** the appointment **off** now.

Make a sentence using one of the given phrasal verbs.



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Structure:

S + propose + doing sth.

Example: - He *proposed changing* the name of the company.

Make a sentence using the given structure.



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Pair Work: In 180 seconds, discuss some tips to improve your planning skills with your partner.

Suggestions:

- ✓ Divide tasks into manageable components
- ✓ Determine your highest value activities
- ✓ Create a calendar, schedule
- ✓ Use simple checklists for common activities
- ✓ Etc.



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Assessment Form

Here are some comments on your performance.

Student	Pronunciation	Vocabulary	Grammar
1.			
2.			
3.			
4.			
5.			
6.			

Feel free to ask if you have any questions!



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- ✓ Vocabulary related to planning skills

- ✓ **Two phrasal verbs:**

Plan sth out

Put sth off

- ✓ **Structure:**

S + propose + doing sth.

Discussion about some tips for improving planning skills



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Homework

Complete your mission and find more in related lessons.

Your mission

- ✓ Take note of what you need to improve (Vocabulary, Grammar and Pronunciation)
- ✓ Practice the related lessons in the course [browser here \(It doesn't apply to all students\)](#)
- ✓ Take those lessons

Recommendations

- ✓ [140-pronunciation: the /-tion/ ending \(#0286\)](#)
- ✓ [126-pronunciation: /v/ vs. /b/ \(#0285\)](#)
- ✓ [125-who wants to plan the party? \(#0436\)](#)

Rất hài lòng



Nhấn vào ngôi sao để đánh giá

Tôi hài lòng nhất



Giảng viên



Chất lượng kỹ thuật



Học liệu

- ✓ Please don't forget to rate our lesson today



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