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| **speaking** |
| **Topic: event at work** |

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| Instructor:  hyunny | Level:  **Upper-intermediate** | Students:  **13** | Length:  **30 Minutes** |

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| **Materials:**  - A picture (job ,meeting room etc.)  - Role cards (13)  - Worksheet (13)  - White board, board markers & tape |

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| **Aims:**  - **Main aims**  **:** To enable Ss to improve their speaking skills by having a discussion about an event at work  ‘  - **Secondary aims**  : Ss will talk about work life, by making a story, role play and play a bingo game  -**Personal aims**  : I want to be louder, reduce commentary, time management, and timing |

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| **Language Skills:**   * Reading: Students will read from the role card activities * Listening: Students will listen to teacher’s instructions and students’ opinions * Speaking: Students will speak by doing activities, and sharing ideas with group. * Writing: Students will make a some story when they role play |

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| **Language Systems:**  - Phonology: drilling the sentences  - Lexis: learning new vocabulary from the article  - Grammar: none to discuss  - Function: make a story about work  - Discourse: conversation during the role play |

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| **Assumptions:**   * All students are adults. * Most students have been interested in event at work |

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| **Anticipated Problems and Solutions**:  If students need more time to finish their activity  ->Be flexible with the time as giving students more time to finish and give them homework. |

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| **References:**  Ben’s teaching  [www.naver.com](http://www.naver.com)  http://work.chron.com/topics-conversation-workplace-3437.html |

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| **Lead –in** | | | |
| Materials:  Board , marker .pictures | | | |
| Time | Set Up | Student Activity | Teacher Talk |
| 1 min | whole | Open class conversation  - We get a job! | **Procedure**:  **(greeting)**  Hello, everyone  - Why did you attend this tesol course?  - What do you want to do after finishing this tesol course? |

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| **Pre-Activity** | | | |
| Materials:  worksheet, board and markers | | | |
| Time | Set Up | Student Activity | Teacher Talk |
| 10min | Whole  class | No  Yes  - Ask some questions to  Friend  - 2 min  - No  - yes  - no | **Procedure:**  **Elicit the word “work”**  **-**What do you have to do everyday except weekends?  - what do you have to do to make money?  **CCQ:**  - Do people usually work for pleasure  - Do people usually work for living?.  **(Acitivity)**  Let’s imagine you’re at the work place.  - What do you do at work?  - What kind of conversation can you expect?  - I’ll give each of you a worksheet. Now look around the class and ask your fellow classmates the questions on the worksheet.  - I’ll give you 2 minutes  **Demonstration**  - (SS’ name )  (ask to Ss)  -Have ever stolen someone else’s idea? He/she answer is yes /no  And you write down his/her name on the blank  **ICQ :**  - What are you going to do?  - How much time do you have?  - Are you working alone?  **Explicit ICQ :**  -Please do not touch this paper until I say go.  -Are you going to touch the paper before I say go?  O,k~ Let’s start~~!!  (run task- monitor)  - 1min left / 30sec / 10 sec  Time’s up!!  (ask to Ss)  - Did you find some interesting information about your friend? |

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| **Main Activity** | | | |
| Materials: Role card | | | |
| Time | Set Up | Student Activity | Teacher Talk |
| 12min |  | Make a some story  5min  pair  yes  No | **Procedure:**  **1. Role play**  - Now, we’re going to do a role-play.  - I’ll give each of you a role card  - There are many different position in a company  - You will take one card  - And make a story with your partner  - You have 5min. work with a partner.  (demonstrate with a Ss volunteer)  **Demonstration**  - (SS’ name )  (ask to Ss)  I’ll be the department manager and you will be the staff  T: Hey man did you finish the report for your presentation?  S: I’m sorry, not yet.  T: You do know we have only 4 days until the competitive presentation. When do you expect finish report?  S: I think tomorrow noon, I will finish the work!  T: Ok! I’ll check it then.  Done~ thank you for your help  **ICQ:**  -What are you going to do?  -How much time do you have?  -Are you working individually?  **Explicit ICQ :**  -Please do not touch this paper until I say go.  -Are you going to touch the paper before I say go?  O,k~ Let’s start~~!!  (Hand out role cards and monitor, help Ss as needed, have pairs perform  - 1min left / 30sec / 10 sec Time’s up!!  - You will share your story to your  Classmates  (Their role play in front of the class. Take note of any noticeable errors)  . |

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| **Post Activity** | | | |
| Materials: worksheet, board and markers | | | |
| Time | Set Up | Student Activity | Teacher Talk |
| 7min | whole | SS presentation | **1.Bingo game**  -Let’s play a Bingo game.  -Has everyone played Bingo before?  - I‘ll give you a list of words and a bingo sheet.  -You can write down the words from the list anywhere on the sheet.  - Everyone will take a turn and say a word.  - if you get the shaded area crossed out, you will win the game  I’ll give 1 min to write the word on the worksheet.  **ICQ:**  -What are you going to do?  -How much time do you have?  -Are you work individually?  **Explicit ICQ :**  - Please don’t touch the paper until I say go  -Are you going to touch the paper before I say go?  (hand out worksheet and Ss say one word after another)  **error correction :**  IF I didn’t find any mistake Ss will unscramble:  Feli orwk= Work life  If there are any question?  This concludes my micro teaching  Thank you!! |
| **SOS Activity** | | | |
| Materials: board and markers | | | |
| Time | Set Up | Student Activity | Teacher Talk |
| 5min | whole | SS presentation | <Ask several students>  **Harassment**  If your boss gives you unwanted touching, what would you do?  Now I would like you to think about three things you would do in this shocking situation. I’ll give you 2min  Example: Slap him on the face  **ICQ :**  - What are you going to do?  - How much time do you have?  - Do you work alone?  **Explicit ICQ :**  -Please do not touch the paper until I say go?  -Are you going to touch this paper before I say go?  O,k~ Let’s start~~!!  (run task- monitor)  - 30sec / 10 sec Times up!!  Ask student to present  “\_\_\_\_\_, what would you have done in this terrible situation?” |

**Appendix 1 – vocabulary on work place related**

1. staff / 2. CEO / 3. Team / 4. job / 5. overtime

6. presentation / 7. salary / 8.promotion / 9. fired

10. retirement / 11. Computer / 12. lunch

13. coffee / 14. File / 15. Competition / 16. briefcase

17. necktie / 18. Suit / 19 . retirement /20. meeting room

21.manager / 22. Business card / 23. Director

24. job / 25. sign / 26. Reject / 27.report/ 28. Marketing

29. business trip / 30. lawsuit

< Bingo Game>

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|  |  | Bingo |  |  |
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Work sheet

**Event at work**

1. \_\_\_\_\_\_\_\_ has stolen someone else’s idea.

2. \_\_\_\_\_\_\_\_ has ever fought with their co-worker

3. \_\_\_\_\_\_\_\_ has ever won a competitive presentation.

4. \_\_\_\_\_\_\_\_ has ever quit a job because co-workers.

5. \_\_\_\_\_\_\_\_ has ever worked late.

6. \_\_\_\_\_\_\_\_ has ever been in a relationship with co-worker.

7. \_\_\_\_\_\_\_\_ has ever said something bad about their boss

and got caught.

8. \_\_\_\_\_\_\_\_ has ever dined with a CEO.

9. \_\_\_\_\_\_\_ fallen asleep during a staff meeting.

10. \_\_\_\_\_\_\_\_ got drunk at work.

회 장 : Chairman

사 장 : President

대표이사 : Executive Managing Director/ Chief Executive Officer

부 사장 : Vice President

전 무 : Senior Managing Director

상 무 : Managing Director

이 사 : Director

고 문 : Executive Advisor

지점장 : Branch Manager

해외출장소장 : Liaison Office Director

소 장 : vision Manager

본부장 : General Manager

부 본부장 : Deputy General Manager

부 장 : Department Manager

부 부장 : Deputy Department Manager

부장 대리 : Assistant Department Manager

실장 : Manager

과장 : Section Manager

과장 대리 : Deputy Manager

계장 : Assistant Manager

주임 : Supervisor

평사원 : Staff

비서 : Secretary



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**[출처]** [회사 영어 표기와 직급별 영어](http://blog.naver.com/noel5004/60008997601)|**작성자** [슈](http://blog.naver.com/noel5004)

