**Background Information Sheet**

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| **Name** | **Class** | **Date** | **Lesson Type** | **Length** |
| Leah | 213WK | 16/10/2020 | Speaking | 20min |

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| **Lesson** | |
| **Topic** | Moving up in the world – congratulate others and discuss professional achievements |
| **Main Aim** | Students to practice speaking fluently. |
| **Secondary Aim** | Students to practice speaking spontaneously. |

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| **Materials and References** |
| Roleplay cards, white board |

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| **Student Profile** | | | |
| **Level** | Advanced | | |
| **Age** | Adults | **Number of Students** | 2 |
| **Detail** | Works at corporates and want to learn business English. | | |
| **Assumptions about students’ knowledge as required for this lesson:** | | | |
| Students are working for corporates and they all want to get promoted. Achieving professional recognition and success is their goal and their career is very important for them. They want to apply the lesson learnt in real life situation and communicate comfortably at work. Getting professional achievements and seeing others get ahead is what they have already experienced during their professional years and have many different opinions about how to congratulate others and ways to achieve their own professional goals. | | | |

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| **Anticipated Difficulties and their Solutions:** |
| Some students may have stronger opinions or views about the topic. The classroom management is the key. There could be unbalanced conversation. One of them may not be as active as the other one. Students need to stick to the roles given. Students may misunderstand their own roles. The roleplay may take longer than planned.  I would ask the students what their own roles are by asking questions to make sure they understand their own roles. I would encourage the student who is less active by asking her/him opinions of the opponent and making sure he/she understands the conversation. Monitor the students and if it becomes too long I will cut the conversation and move on to reviewing the topic.  No desk arrangement 🡪 they will be talking to each other as if they met coincidentally in the hallway in front of a meeting room. |

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| **My Personal Aim** | | |
| Write a complete and detailed plan. | | |
| **Stage Name:** Pre Task  **Purpose of this stage:** Create interest in the topic. Brainstorm ideas which will be useful for the next stage. Students must be given a communicative task e.g. discuss, arrange/sort, create a list, etc.  The aim is to relax students, activate their background information, and gather useful ideas for the lesson. | | |
| **Materials:** List all materials that will be needed in this stage. | | |
| **Time** | **Interaction** | **Procedure** |
| 30 sec  2min  1min | T-S  S-S  T-S | **Greetings:** Hi everyone.  **Introduction of the topic:** Today we will be talking about congratulating others on their professional achievements and discussing them.  Has anyone been promoted recently or seen close co-workers get promoted?  How did they congratulate you or how did you congratulate them?  Now discuss in groups your thoughts on the questions and explain your reasons.  Provide a feedback and ask a student to share his or her idea. |

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| **Stage Name:** Task Preparation  **Purpose of this stage:** This is a student centered stage, to give students time to prepare and practice a speaking task which they will perform in Task Realization. Clear detailed instructions or a demonstration must be provided so students know what is expected. Prepared materials may be provided to assist their preparation. Monitor and offer brief tips if necessary. | | |
| **Materials: Role cards and notes** | | |
| **Time** | **Interaction** | **Procedure** |
| 2min | Whole | **Role cards (attached)**  Instructions: I will give you each a role card. Read and try to memorize the information on the card. You have 2mins to read and memorize.  CCQs: Do you remember what your role is? How much time do we have? How do you feel about each other?  Provide details about the situation of the role playing.  You two are co-workers in the same team.  You met each other in front of the meeting room.  One of you got promoted and transferred to overseas.  The conversation will last for 14min.  You may begin by greeting each other and finish off with contacting each other to arrange a dinner plan.  ICQs: Where are you talking? (in front of the meeting room) What are you talking about?(promotion and transferring overseas) How long are you talking for? (for 10 min) How do you start and end the conversation? (greetings and promise to get in touch) |

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| **Stage Name:** Task Realization  **Purpose of this stage:** This is a very student centered stage to allow for maximum speaking fluency practice. Monitor discretely and take note of incorrect language. Students perform their task without interruptions from the teacher. Classroom management may be an important consideration here. | | |
| **Materials:** List all materials that will be needed in this stage. | | |
| **Time** | **Interaction** | **Procedure** |
| 30 sec  11min | Set up  S-S | Seating arrangement: You met in front of the meeting room.  We have 14 mins to do the role play.  You may begin.  Monitor discretely and write down student’s errors.  Ask them if they need more time. If so, give them 2 more minutes. |

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| **Stage Name:** Post Task  **Purpose of this stage:** To end the lesson with a final student centered task such as voting, summarizing, discussing, deciding etc. The teacher may offer delayed error correction to the previous stage, as well as mention positives and points to improve for next time such as useful strategies. | | |
| **Materials:** List all materials that will be needed in this stage. | | |
| **Time** | **Interaction** | **Procedure** |
| 3min | Whole | What did you think about the role play?  What was good and bad about the conversation?  Error correction>  Write the error on the board noticed during the role play and let the students try to correct them.  Hope you enjoyed this roleplay and apply this to real play at work.  There is no homework today as I understand it is the busiest season of the year for you. |

**Role cards**

**Role A: You just received a promotion and a job transfer to an overseas branch. You are extremely excited, but you only have two weeks to prepare for your move. You cannot wait to share your good news with your teammates.**

1. **Tell about your promotion and move.**
2. **Talk about how you will miss working together.**
3. **Consider your teammate’s opinion and express your opinions**
4. **Accept the offer to celebrate.**

**Role B: Your teammate was just promoted to a higher position in an overseas branch. Congratulate him or her and make plans to celebrate the promotion before he or she leaves.**

1. **Congratulate your teammate on the promotion**
2. **You want to find out how he/she got the promotion**
3. **Try to persuade him or her not to take the role because you are jealous.**
4. **Distract him/her by offering to take him/her out to celebrate for his or her move.**
5. **Promise to make plans later.**

**Instructor’s Comments and Assessment**

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| **Cons** | | |
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| **Change** | | |
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| **Overall Comments** | | |
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| **Grade** | | |
| **Above Standard 85%-100%** | **Standard 70%-84%** | **Below Standard 69%-0%** |
| **Instructor** | **Student Signature** | **Date** |
| **Taute, David** |  |  |