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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 | Wholeclass | NoYes- 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 story5minpairyesNo | **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 staffT: 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 gameI’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 teachingThank 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 2minExample: 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)

