

# Speaking Lesson Plan

☐ Listening ☒ Speaking ☐ Reading ☐ Grammar ☐ Writing

**Topic:** Global Etiquette

**Instructor:**  
Jenny & Tina

**Level:**  
Intermediate

**Students:**  
11

**Length:**  
30 Minutes

## Materials:

- ▷ White board, board markers and Erasers
- ▷ True/False worksheet(11 copies)
- ▷ Etiquette Cards (5)
- ▷ Useful expressions (11 copies)
- ▷ Pictures (2)
- ▷ Information gap worksheet(11 copies)

## Aims:

- ▷ Main aim
  - To improve students' speaking skills by doing group discussion and role-play
- ▷ Secondary aim
  - To give students a chance to learn global etiquettes
- ▷ Personal aim
  - To work as a facilitator for students' speaking & communication practice and to limit Teacher-Talking-Time to a minimum

## Language Skills

- ▷ Reading: Students will read the worksheets
- ▷ Listening: Students will listen to other students' role-play
- ▷ Speaking: Students will speak and communicate with the partner or in a group
- ▷ Writing: Students will fill in the blanks in the information gap worksheet

## Language Systems:

- ▷ Phonology etiquettes ['etɪ kət; 'etɪ kət]
- ▷ Lexis: vocabulary and expressions related to global etiquettes
  - Ex:) give a bow, put elbows off the table
- ▷ Function: imperative and advisory sentences
- ▷ Discourse: dialogue with partners

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### Assumptions:

- ▶ Students understand:  
How the class is set up and run (students will work with partner or in a group)
- ▶ Students have the intermediate level of English proficiency

### Anticipated Problems and Solutions:

- ▶ Students may find it difficult to get correct answers for True/False Questions
  - give students some hints
- ▶ Students may be uncomfortable with doing real play
  - show students a demonstration

### • References:

[http://www.ediplomat.com/np/cultural\\_etiquette/ce\\_au.htm](http://www.ediplomat.com/np/cultural_etiquette/ce_au.htm)  
<http://www.kwintessential.co.uk/resources/quiz/dining.php>

## Speaking Lesson Plan

Lead-In			
Materials: Board and markers, pictures(2)			
Time	Set Up	Student Activity	Teacher Talk
1min	Whole class	Listening to the teacher and answer the questions	<p>Good Morning class!</p> <p>_____, How do you greet people politely?</p> <p>How about Paul?</p> <p>How do you greet people politely in your country?</p>

Pre-Activity			
Materials: Board and markers and pictures			
Time	Set Up	Student Activity	Teacher Talk
3min	Groups	Answering questions(Eliciting, Brainstorming, CCQ, ICQ)	<p>Elicit the word "Etiquettes"</p> <p>"Look at this picture What is he doing? Is he being polite? What do you think his nationality is?"</p> <p>"How about this picture? What are they doing?"</p> <p>"So, What do you think we are going to talk about today?"</p> <p>Modeling</p> <p>Write down the word "global etiquettes" on the board</p> <p>CCQ</p> <p>Do countries around the world have the same etiquettes?</p> <p>Could the same gesture in one country have a different meaning in another country?</p> <p>What should we learn to have an internationally good manner?</p>

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4 Minutes			<p>Instructions (hand out worksheets)</p> <p>Now there are several True/False questions. Each group will read through sentences about global etiquettes and discuss to find correct answers. 3 minutes will be given to finish the work.</p> <p>Demonstration</p> <p>Let's do the first question together. (give hints if students struggle)</p> <p>ICQ</p> <p>How much time do you have to finish this? Are you working individually?</p> <p>"Now begin"</p> <p>Monitoring</p> <p>If students ask questions answer them and also give some hints if they struggle</p> <p>Give time warning when 1 minute has left</p> <p>"Times up"</p> <p>Let each group say their answers and if it is wrong, give other groups chances to correct them</p>
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Main Activity			
Materials: Board, Board markers, Eraser, Audio Speaker, Worksheets			
Time	Set Up	Student Activity	Teacher Talk
1 min	Whole class	Listening Reading, Writing & Speaking	<p>Instruction</p> <p>We are going abroad soon! But we don't know any etiquettes of the country we visit. So you will ask some advice to your</p>

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2min	With partners	speaking	<p>friend who are from the country. Use information written in the etiquette cards. Each Team will have three minutes to divide the role and prepare the dialogue.</p> <p>Demonstration</p> <p>Two Moderators (Jenny and Tina) give students a demonstration to help them understand better</p>
3min	Whole class	Listening and Speaking	<p>(hand out useful expressions and etiquette cards)</p> <p>ICQ</p> <p>What are you going to do? How much time do you have? Are you working individually? What information should you use?</p> <p>“Now begin!”</p> <p>Monitoring</p> <p>Answer students if they have any questions.</p> <p>“Times up”</p> <p>Group A starts role-play first</p> <p>Rest 4 groups do the role play taking turns.</p>
12 min			

Post Activity			
Materials: Board and markers, information gap worksheets			
Time	Set Up	Student Activity	Teacher Talk
4min	Whole class	Listening and Speaking	<p>Instruction (hand out information gap worksheets)</p> <p>You have learned etiquettes of many</p>

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			<p>different countries. To review what we have learned you have information gap worksheets. Discuss with your partner to fill in the blanks. You will have 3 minutes.</p> <p>ICQ How much time do you have? Do you work individually?</p> <p>“Now begin!”</p> <p>Monitoring</p> <p>Monitor discreetly, and answer students if they have questions.</p> <p>“Time’s up” Let each group say their answers and if it is wrong, give other groups chances to correct them</p>
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SOS Activity			
Materials; a ball			
Time	Set Up	Student Activity	Teacher Talk
5 to 10 min	Whole class	Listening & Speaking	<p>Instruction</p> <p>(Arrange sitting to make a circle.)</p> <p>Since we have some extra time, we will do ‘pass-the-ball’ game. Anyone who has the ball talks about his or her personal experience on cultural differences for about 2 minutes. If you can’t think of any, you can talk about the most impressive etiquette you learned today.</p> <p>Demonstration (Moderator starts first) “In my case, when I went to France~”</p>

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			<p>ICQ</p> <p>Who can talk about personal experience? How much time do you have?</p> <p>“Now begin”</p> <p>Monitoring</p> <p>Monitor students, and if students have any questions, answer them.</p>
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## Speaking Lesson Plan

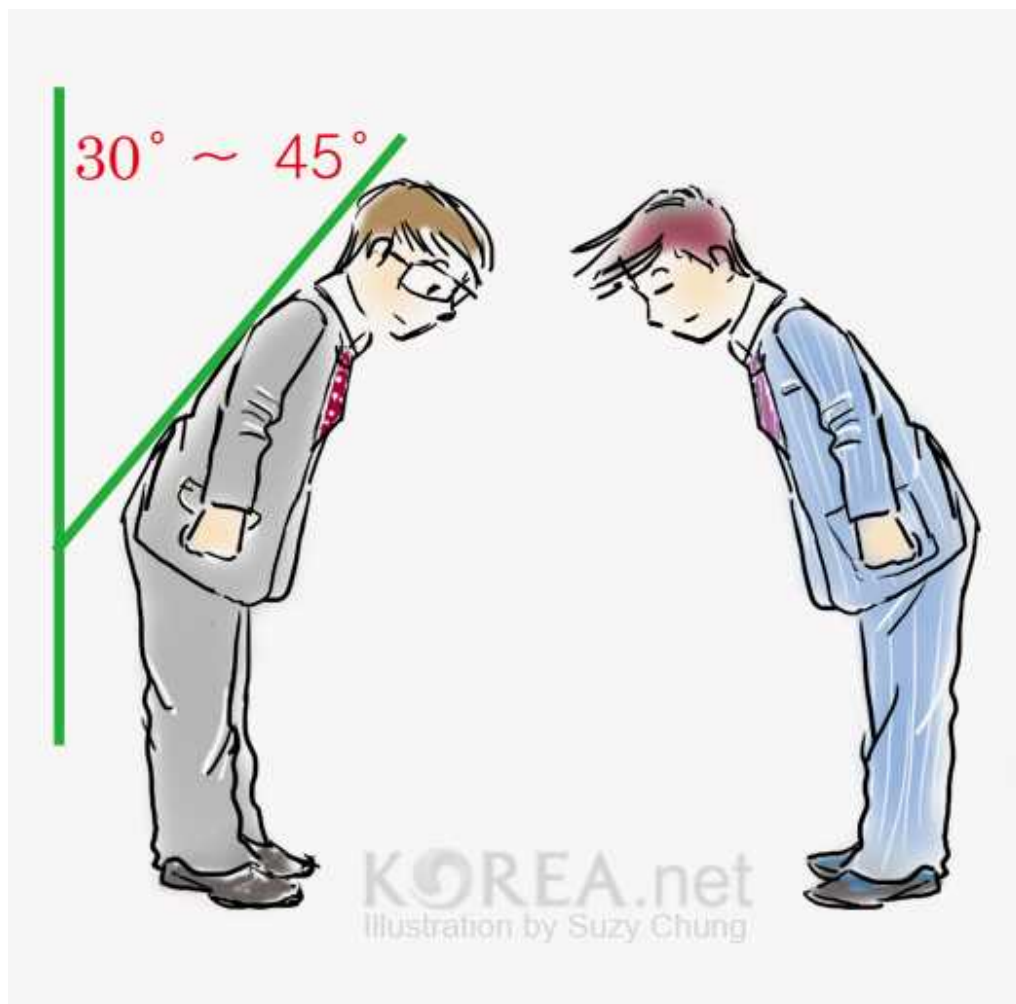
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## Speaking Lesson Plan

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### POST Activity: Information Gap

#### Worksheet A

	France	China	India	Malaysia	Finland
<b>Greeting</b>		Shake hands for greeting		Shake hands with men, Nod or give a slight bow when greeting a woman or an older person.	
<b>Dining</b>	Elbows off the table		Don't put salt on food (insult to chef)		Never leave until coffee/dessert/cognac is finished.
<b>Gesture</b>		Use both hands when giving /receiving gifts		Never touch anyone on the top of the head (home of the soul), especially a child.	

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### Worksheet B

	France	China	India	Malaysia	Finland
<b>Greeting</b>	Shake hands for greeting		Greeting with 'namaste' (placing both hands together with a slight bow)		Shake hands with everyone present--men, women and children
<b>Dining</b>		No slurping		Push your food onto the spoon with the fork and eat from the spoon.	
<b>Gesture</b>	Tap nose = clever		The Western side-to-side hand wave for "hello" is frequently interpreted by Indians as "no" or "go away."		Never hug, kiss or touch a Finn.

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### Worksheet A&B

	France	China	India	Malaysia	Finland
<b>Greeting</b>	Shake hands for greeting	Shake hands for greeting	Greeting with 'namaste' (placing both hands together with a slight bow)	Shake hands with men, Nod or give a slight bow when greeting a woman or an older person.	Shake hands with everyone present--men, women and children
<b>Dining</b>	Elbows off the table	No slurping	Don't put salt on food (insult to chef)	Push your food onto the spoon with the fork and eat from the spoon.	Never leave until coffee/dessert/ cognac is finished.
<b>Gesture</b>	Tap nose = clever	Use both hands when giving /receiving gifts	The Western side-to-side hand wave for "hello" is frequently interpreted by Indians as "no" or "go away."	Never touch anyone on the top of the head (home of the soul), especially a child.	Never hug, kiss or touch a Finn.

# France



- Shake hands for greeting
- Leaving food on your plate is impolite
- Elbows off the table
- Tap nose = clever



# China



- Arrive exactly on time for a banquet
- Point with open hand
- Use both hands when giving /receiving gifts
- Shake hands for greeting
- No slurping



# India



- Greeting with 'namaste' (placing both hands together with a slight bow)
- Eat with right hand
- Don't clear plate
- Arrive 15-30 minutes later than the stated time for a dinner party.
- Don't put salt on food (insult to chef)



# Malaysia

- Never touch anyone on the top of the head (home of the soul), especially a child.
- Avoid touching anyone of the opposite sex.
- Hands in pockets signify anger.
- Single fingers are not used for gesturing.
- Hitting your fist into a cupped hand is obscene.





# Finland



- Never hug, kiss or touch a Finn.
- Maintain eye contact when speaking to someone.
- Never talk to anyone with your hands in your pocket.
- All Finns sauna naked (generally)  
But, you do not have to sauna naked.

# Useful Sample Questions

- How do you greet when you meet a Japanese?
- Can you tell me any tip of the dining etiquettes with a Japanese?
- Do you know any unique gesture of a Japanese?
- What should we be careful of when talking to a Japanese?
- Can you give me some advice when you are with a Japanese?
- How do you act when you meet someone with another culture?