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| **Listening Lesson Plan** | | | |
| **Title: Happening in an office** | | | |
| **Teacher** | **Student Level & Age** | **No of Students** | **Length** |
| David (Min Woo) | Intermidate | 13 | 50 mins |
| **Materials:** Two MP3 files (each 30 sec.), Board, Pen, Work sheet, Script, Paper  Three worksheets (12 copies) | | | |
| **Aims:**  - To learn vocabulary and application  - To practice listening to real-life speech of people with various accents  - To be able to pick up details on fast-paced talks by answering questions.  - To practice speaking by appling new vocabulary and grammar with group members. | | | |
| **Language Skills:**  Listening: Two Mp3 files, and Teacher's short speech and partner's speech  Speaking: Group working for imagination,  Reading: Scripts | | | |
| **Language Systems:**  Phonology: Checking problems on listening, listening MP3 files  Lexis: Pre-taught vocabularies  Grammar: Pre-taught vocabularies  Discourse: Group working, Listening MP3 files  Functions: Pre-taught vocabularies, Group working, Listening MP3 files | | | |
| **Assumptions:**  - all students are single and college graduates (Age 23 up)  - all students have job experience  - No male student and teacher is a man | | | |
| **Anticipated Errors and Solutions:**  - Time left  ---> SOS - Postponeing the reading and checking prounciation time  - Students may not be able to pick up details from the listening  ---> Chunk the listening | | | |
| Reference: TOEIC Practice on Hackers.co.kr | | | |
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| **Pre Task** | | | |
| Introduction  for topic and step | | Aims: understanding topic and overall stage today | Materials: Board |
| **Time** | **Set up** | **Students** | **Teacher** |
| 2 Min | Whole Class | listening carefully | **Introduction**  Today, We are going to learn about adaption in an office situation.  Everybdy here have worked or at least have job experience.  There are so many happenings in office.  We will share 2 situations into 3 steps.  -Task preparation : vocabulary in 2 conversation file  -Task Realization : listening 2 files with questions  -Post task : chance for finding out my listenting problem |
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| **Task Preparation or Presentation** | | | |
| Preparation for listening on Task Realization | | **Aims:**  pre-teaching the words and then imagine the situation before listening | **Materials:**  work sheet |
| **Time** | **Set up** | **Students** | **Teacher** |
| 5 Min  10 Min | Whole Class  Group | Going through the questions.  Disscuss | **Procedure:**  **1. Vocabularies**  **Instruction 1**  Work individually. Match the each word to second part description.  Write the letter "a.b.c" becide each word.  (Distribute the worksheet)  After 3 mins, Check answers  **Instruction 2**  Imagine the situation where you can use those words  around your daily life ; in an office is better, but not strict suggestion.  ICQ : What are you going to do?  Where are you going to?  Monitoring discreetly. time is flexible |
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| **Task Realization or Practice** | | | |
| Top - down Model | | Aims: checking the SS' listening skill | Materials: Two MP3 files. Note book, Pen, Paper |
| **Time** | **Set up** | **Students** | **Teacher** |
| 7 min  13min | Whole class  Whole class | Listening carefully  Listening carefully | **1. Listening for the Main idea**  **Instructions**  We will listen two short conversation.  Try to take notes.  Listen carefully with each main idea  Remind the words pre-taught and the situation you imagined.  CCQ: Where is this conversation happening?  What's the problem or situation?  more 1-2 min flexible for listening.  **2. Listening for details**  **Instruction**  From now on, we will try to find the answers for the detailed questions.  Hand out a questionary  listen again.  Monitoring : their face, pose if they follow well  Match the correct answer |
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| **Post Task or Production** | | | |
| Check SS' problem | | Aims: Let SS know what or why they missed. | Material: Script, Pencil. |
| **Time** | **Set up** | **Students** | **Teacher** |
| 5 min  5min  1min  3min | Whole class  Group  Whole class | Find out what they missed  Read and check partner's reading  Listening carefully | **1. Checking the problem**  **Instruction 1**  Is there any person got whole right answers?  If you missed something, you need to find out  the specific parts you missed and the reasons.  Here is scripts. underline those part  CCQ  What did you missed? What was the tricky to catch?  Check missing words of students  Check student's pronounciation.  **Introduction 2**  OK, let's have a time to practice with partner  Considering your own problem,  read and also check partner's problem.  Go around and confirm their reading and give advice.  **2. Conclusion**  Reminding mistakes  emphasizing this way to improving listening skill |
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**Worksheets, handouts and lesson materials**

**\* Worksheets 1 - Vocabulary**

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| **\*Vocabulary matching question**  **1. be going to do 2. be going to somewhere 3. adapt 4. go down 5. get together 6. content**  **a) will b) approach c) adjust d) stop, mulfunction e) gather f) story** |

**\* Worksheets 2 - Detail question**

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| **Track 1 office -Question**  **Track 1-1** Where is the woman going on Monday?  A) To a software convention B) To the corporate headquarters C) To a branch office D) To a marketing presentation  **Track 1-2** According to the woman, What will she do during her visit?  A) Develop an advertisement B) Conduct a training workshop C) Instruct staff on market strategies D) Provide some recommendations  **Track 1-3** Who does the woman say she will meet?  A) The director of a regional branch B) Staff in the research department  C) Clients interested in further investment D) Members of a marketing team |

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| **Track 2 office -Question**  **Track 2-1** Where most likely are the speakers?  A) On an airplane B) In an apartment C) At a repair shop D) In an office  **Track 2-2** Why was the man unable to help the woman?  A) His computer had to be repaired. B) He had to take down a Web site.  C) His Internet connection had to be fixed D) He had not finished a design.  **Track 2-3** What does the woman offer to do?  A) Send a copy of an itinerary B) Place an order for some food C) Make some changes to a layout D) Visit the project site. |

**\* Worksheets 3 -scripts**

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| **Track 1 office**  M: Patricia, I hear you're going to our regional office in Kuala Lumpur on Monday.  W: Yes. We are going to be introducing our newly developed accounting software into the Asian market.  There seems to be a lot of demand for it, so I will be helping out on a marketing strategy.  M: That sounds interesting. So will you be working on advertisements?  W: No, I'll just be meeting with the marketing team in that branch and going over their research.  We will discuss some ideas, and as this is a big project, It will take quite a lot of time.  I will give them my suggestions and they can adapt them to suit their needs. |

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| **Track 2 office**  M: Hello Margaret. I'm sorry couldn't help you with the Web site project yesterday.  My Internet service went down and I had to wait for a technician to check on it.  It took almost all day.  W: Don't worry about it. We need to meet though, before my trip to Sydney next week.  Will you have time later today, or should we meet over the weekend?  M: Tonight's fine. We can go over the layout and the contents you want to put on the Web site.  I already have a design, so we should be able to complete everything before your trip.  W: Great. Let's get back together here at my office at 6 o'clock.  Should I order some dinner, too? |