

Lesson Plan for Speaking- Task Based Lesson (TBL)

☐ Listening ☒ Speaking ☐ Reading ☐ Grammar ☐ Writing

Topic: Leadership Skills

Instructor: Joy Kim

Level: Intermediate

Students: 10

Length: 50 min

Materials:

- a board, markers
- 10 copies of worksheet1~4 (Total 40 copies)
- a projector
- the audio file of the best scene of General Yi Soon-Sin
- a computer

Aims:

- Students will be able to practice 'subjunctive form' (Grammar)
- Students will be able to speak fluently with partners to share their thoughts about leadership skills.
- Students will be able to learn some vocabularies about personal attributes.
- Students will practice to present their ideas in front of others.

Language Skills:

- Reading: quiz
- Listening: teacher's elicitation, teacher's examples of vocabulary
- Speaking: asking and answering about each worksheet, discussion in pairs and group
- Writing: Writing answers for 3 situations

Language Systems:

Phonology: -tiveness

Lexis: implementing, PA, delegate, mishandled, competitiveness, redundancy

Function: Explaining your thoughts "I think ____, because ____."

Grammar: subjunctive, "if I were ____, I would ____."

Discourse: Discussion

Assumptions:

- Most Korean students admire General Yi Soon-Shin as a historical leader and hero. General Yi will be an easy example of a great leader.
- Most adult students in the class have work experience, so any relevant situation could be picked up by students.

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Anticipated Problems and Solutions:

- Some unknown vocabularies like implement, PA, delegate, redundancy.. → Will elicit each meaning during the class.
- Students have the opportunity to discuss real-life difficult situations that they have had to deal with but some students might not be able to find it. → Guide them to find it from famous leaders or film characters or so.

References:

<http://www.onestopenglish.com/community/lesson-share/pdf-content/leadership-skills-lesson-plan/553053.article>

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Pre-Task			
Materials: board, markers, computer, video file, projector			
Time	Set Up	Student Activity	Teacher Talk
4.5 min		Watching a video	<p>Procedure:</p> <p><Greeting & Brief Rapport></p> <p>Hello everyone. Before we start the class, I'd like to show you a video. (playing a projector)</p>
2.5 min			<p>Has anyone watched the drama about General Yi Soon-Shin? (If SS answers yes, ask what character of Yi Soon-Shin did they like the most. Try to elicit that Leadership of General Yi inspires people.)</p> <p>Did General Yi follow his people? (SS will answer No.) Did he lead them then? (SS will answer yes.)</p> <p>Who else do you think was a great leader? (SS will name.. ask what character they like about each leader.)</p> <p>Do they have leadership? (SS answers Yes.)</p> <p><Introduction of Task></p> <p>(Write on the board "Leadership") Today we will discuss about 'leadership'.</p>

Pre-Activity			
Materials: Worksheet 2 – 10 copies			
Time	Set Up	Student Activity	Teacher Talk
5 min		Reading	<p>(Hand out worksheet #1)</p> <p>Please see your worksheet #1. Let's read it altogether. (Read them together and check if any new word.)</p>

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10 min		Speaking	Have a brief conversation with your partner about each quotation and pick what you like the most. You have 1 min.
		Function practice	Make a partner and say to your partner, "I like ____'s quotation because _____"
		With in pairs or individually	Let's go to worksheet #2. (Hand out worksheets.) There are 10 quiz. Let's read together and find out the best answer, that you think a successful leader would most likely to do. After reading each quiz, mark on your list the best answer you think.
		Learning new vocabulary	(Explain any unknown vocabulary and correct pronunciation.) - Implementing (put some decisions into effect, carry out, Every division is implementing budget reductions.) - PA (Personal Assistant, secretary) - Delegate (send or authorize someone to do something as a representative, Can you delegate this job to your co-worker?) - Mishandled (handled not right) - Competitiveness (Speed skating in Winter Olympics. Are they competing? It is a noun of "compete". – pronunciation) - Redundancy (the state of no longer employed because there is no more work available, The factory's workers face redundancy due to no more work available.) You have 7 mins. CCQ: - Will you answer those quiz from your own point of view or a successful leader's view? - How many mins do you have to do this activity?

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Main Activity			
Materials: Worksheet3 – 10 copies			
Time	Set Up	Student Activity	Teacher Talk
6 min		Individually	<p><Leadership skills></p> <p>(Hand out worksheet3)</p> <p>Next, please see worksheet#3. Make a different partner and start putting the corresponding question number from Worksheet#2 next to each leadership skill.</p> <p>(Explain any unknown vocabulary.)</p> <p>Note that the leadership skills refer to the 'best' answers from the quiz.</p>
2 min		Discussion in pairs	<p><Pick the most important leadership skills you think></p> <p>Which three leadership skills from the table in Worksheet# 3 do you think are most important?</p> <p>Is there any other key leadership skills that aren't on the list?</p> <p>Mark next to your choices and then compare your answers with a partner.</p>
		Discussion in pairs	<p><Have you seen anybody demonstrated these leadership skills?></p> <p>Tell your partner about an occasion when you, or someone you know, demonstrated these leadership skills.</p> <p>(If students can't think of anybody, let them suggest a famous person or even a character from a film or book.)</p>

Post Activity			
Materials: Worksheet 4 – 10 copies			
Time	Set Up	Student Activity	Teacher Talk
			(Hand out worksheet #4)

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2 min		Writing	<p><Imagination> Imagine you are the CEO of a company. How would you deal with the following situations? You may choose one out of three and write down your answer from now on.</p>
		Grammar	<p>Try to use this form – if I were _____, I would _____. This form is useful when we imagine an unrealistic situation. For example, if I were you, I would do like this.</p> <p>Please do the other two situations as your homework.</p>
5 min		Group discussion	<p>You have 5 minutes to write down. After you're done, make 3 or 4 people in a group and start sharing your ideas or opinions.</p>
			<p><Presentation> Did you share your ideas or opinions as if you were a CEO? How about your partner's thoughts? Can anyone from each group come and present the best answer that your group members considered?</p>
3 min		Presentation	<p>(One from each group presents..) (Encourage SS to come up and present with confidence.)</p> <p><Conclusion> All of you did a great job today.</p>
SOS Activities			
Materials:			
Time	Set Up	Student Activity	Teacher Talk
10min		Group discussion	<p>1. Have you, or has someone you know, ever had to make a difficult business decision? Tell your partners about it. Do they agree with the decision made? What would have been better?</p>
10min		Creative writing your own wisdom words	<p>2. Out of your most favorite leadership skills, try to make like a proverb or wisdom saying as if you share your story to your descendents.</p>

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Worksheet 1

Please read following quotations. Which do you like the most? Discuss your answer with your partner.

Before you are a leader, success is all about growing yourself. When you become a leader, success is all about growing others. —Jack Welch

A leader is one who knows the way, goes the way, and shows the way.
—John Maxwell

The nation will find it very hard to look up to the leaders who are keeping their ears to the ground.

—Sir Winston Churchill

You don't lead by pointing and telling people some place to go. You lead by going to that place and making a case.
—Ken Kesey

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Worksheet 2

Are you a leader? Try the following quiz.

a. You go to use the photocopier but it's jammed. Do you ...

1. ... put an 'out of order' sign on it, then call the service company?
2. ... try to find the last person who used the machine and order them to fix the problem?
3. ... try to fix the machine yourself?

b. You recently began implementing a plan to increase productivity but, so far, the plan is failing. Do you ...

1. ... devise a new plan?
2. ... stick with the existing plan?
3. ... find someone to blame and fire them?

c. You need to call an urgent meeting. What is the first phone call you make?

1. the site manager to ask which rooms are available
2. the first name on your list of people who need to attend
3. your PA to check what commitments you have today

d. You plan to attend a conference but find out that some important clients are coming to your office on the same day. Do you ...

1. ... delegate someone to go to the conference?
2. ... delegate someone to meet the clients?
3. ... ask the clients if they can come on another day?

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e. You delegated someone to meet the clients, but they mishandled the visit and the clients are now complaining. Whose responsibility is it?

1. yours
2. the person you delegated to
3. the clients'

f. One of your best salesmen recently failed to win a big order and you've asked him to come and see you. What's the first topic you raise?

1. his recent failure
2. his excellent past record
3. the competitiveness of the job market

g. Your company needs to make 500 redundancies, and you need to tell the union representative. Do you ...

1. ... tell him now there'll be around 300 redundancies and plan to tell him about the other 200 later in an email?
2. ... tell him there'll be 500 redundancies?
3. ... tell him there'll be 1,000 redundancies and plan to tell him later that 500 jobs have been saved?

h. One of your senior managers has severe personal problems. Do you ...

1. ... ask to see him, and then listen to him without interruption until he's finished?
2. ... compare his problem with a similar problem you once had, at the earliest opportunity?
3. ... take him for a beer, chat about football and ignore the problem?

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i. How much should you know about your senior employees' children?

1. nothing - That is their private life, which is none of your business.
2. their names
3. their names and ages

j. Your company needs to save money and you have several ideas as to how this can be done. Do you ...

1. ... ask the entire workforce for their opinion on your plans?
2. ... ask senior management for their opinion on your plans?
3. ... implement your plans without consultation?

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Worksheet 3

Complete the table with the corresponding questions from Worksheet 2. One has been done for you.

	Leadership Skill	Question
1	Delegate	
2	Listen	
3	Communicate effectively	
4	Lead by example	a
5	Know your people	
6	Be organized	
7	Be brave and honest	
8	Have belief	
9	Be a follower	
10	Take responsibility	

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Worksheet 4

a. A popular shop-floor worker was recently given a verbal warning for frequent lateness, which is usually caused by the need to take her children to school, sometimes in heavy traffic. Following the warning, she has begun to openly criticize company management for not caring about the needs of workers who are also parents. A strong anti-management culture is beginning to develop.

b. You discover that one of your most important customers recently placed a large order with one of your main competitors. If you lose the customer, you will lose 25% of your business and redundancies will be inevitable. Tomorrow, you're going on holiday for the first time in two years. Your spouse's birthday occurs during the first week of your three-week holiday.

c. You are staying in a hotel and due to meet important clients the next day to discuss a very large order. You receive a call at 5 am on the day of the meeting, to say that one of your drivers has had an accident while on his way to make a delivery and is in hospital with very serious injuries. Your hotel is eight hours' traveling time from the hospital. However, one of your junior managers lives just two kilometers from the hospital.
