

Listening Lesson Plan-PPP Approach

☒ Listening ☐ Speaking ☐ Reading ☐ Grammar ☐ Writing

Topic: How to find a great job that makes you happy?

Instructor: Mrs. Jean Yoo	Level: Upper Intermediate	Students: 9	Length: 50minutes
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Materials:

- Idiom worksheet
- Listening CD & CD player (Track 1-3 about 1.5min each)
- Listening worksheet (9 copies each)
- Wall chart
- Variety of job adverts of poster taken from magazines, internet & choose one to prepare interview questions in a worksheet
- White board, board markers & tape

Aims:

- To learn vocabulary related to jobs and question forms.
- To predict market needs for their job necessity required.
- To practice listening to formal speech from radio and prepare for the interview.
- To be able to prepare and practice speaking and both writing 10 interview questions by discussing for their job advert.

Language Skills:

Listening: listen to the job adverts from radio podcast advertisement.

Reading: idioms worksheet

Speaking: choose one job advert to apply and discuss with people why you want to apply it for

Writing: predict interview questions for a job advert and prepare answers to it

Language Systems:

Lexis: idioms used in describing required job necessity and technical terms used in market

Function: also well Self-PR needed and self competency to get the job

Structure: relative clauses

Assumptions:

Students already know:

- How the class is set up and run (there will be 3 students at each table)
- The teacher's style of teaching and the pace of the course
- All students are Senior year of college, looking for a job
- Most students have tried job interview and application

Anticipated Errors and Solutions:

- Students may not be able to follow the passage easily
 - Follow the task-feedback circle: let them listen to the tracks again until they get used to the content
- Students may not be able to pick details from the listening
 - Chunk the listening (pause-play-pause-play)
- Students may need more time to work on the idioms
 - If it takes longer than 5 minutes, cut answer-checking short by verbally sharing the answers instead of having students write them on the board.
- If time is short
 - Cut post-activity discussion short and only ask 1-2 students to share their choice of job advert and their interview questions.
- If students finish their task earlier than anticipated,
 - Do SOS activity to practice their interview as if it is actually done.

References:

<https://www.teachingenglish.org.uk/>

<https://www.dailyinfo.co.uk/jobs>

Lead-In			
Materials: Board			
Time	Set Up	Student Activity	Teacher Talk
3min	Whole Class	Listening to teachers guide	<p>Hello everyone, how are you today? I heard ____ had an interview on Yesterday. So, I would like each of you to think of where do I want to work for? Also think of your qualification to apply for that job. The more you study and assessing yourself would help to get a higher chance to get the job you want.</p> <p>(Elicit some required necessities from company & write them on the board)</p> <p>Okay, we will listen to some recruiting public announcement on radio for their job advert. But let's learn some idioms beforehand to understand better of the market related common vocabulary.</p>

Pre-Activity			
Materials: Worksheet			
Time	Set Up	Student Activity	Teacher Talk
10min	Whole class	Students match synonyms to suggested idioms that they will listen to the radio afterwards.	<p>Idioms</p> <p><u>Instruction</u></p> <p>Work as a group, discuss together what will be the best or closest meaning for suggested idioms? You have 5 minites. (Distribute the worksheet)</p>

2min	<p>Individually</p> <p>Whole class</p> <p>Group</p>	<p>Even though they don't know the suggested idioms meaning, they can guess from suggested sentences.</p>	<p><u>I.Demonstration</u></p> <p>See the sentence 1, you will guess the meaning among suggested synonyms.</p> <p>Also make 1 of each new sentences of your own with suggested idioms.</p> <p><u>CCQ</u></p> <p>How are you working with?</p> <p>What do you write in blank sentence?</p> <p>How much time do you have?</p> <p>Monitor discreetly. Answer students if they ask questions. Give time warning: 30 seconds left.</p> <p>Check answers: one persons each from the group writes synonyms to blank idioms written on the board. Let each of the group present their own made sentences.</p> <ul style="list-style-type: none"> - Go through the idioms one by one - Elicit the meaning from students, let each team students to explain why they choose certain synonyms. - Explain the meaning if necessary <p><u>II. Prediction</u></p> <p><u>Instructions</u></p> <p>Look at these related pictures (including logo) of company & schools job advert. These are the job offered organizers that is going to advertise their job advert through radio news you will listen to. What kind of job advert do you think they will recruit or offer?</p>
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Main Activity			
Materials: CD & CD player, Listening worksheet, Job Advert wall chart, Picture of the company & school recruiter.			
Time	Set Up	Student Activity	Teacher Talk
10min	Whole class ,individually	Listen to the radio announcement	1. Listening for the main idea(general understanding) <u>Instructions</u> Attention please. You will listen to the 3 different job adverts through radio news. In the news you will hear general information of who they are. It would be helpful if you listen to their general role and feelings. <u>CCQ</u> What do you need to remember through the news? What do you expect to hear? (Play tracks 1 through 3 without stopping) Do you want to listen again? -Yes à Have them listen one more time -No à Have them share their thoughts. What do you think about job advert1? What do you think about job advert2? What do you think about job advert3? (Play each recruiter's introduction part only)
15min	Group		

			<p>Show students the pictures of the company/school recruiters again.</p> <p>Identify the pictures. Compare with their thoughts from the prediction (if done). à Just notice the differences.</p> <p>2. Listening for details</p> <p>Listen carefully each of the job advert. Answer to the worksheet as you listen individually.</p> <p><u>CCQ</u> What are you supposed to do? Are you able to anticipate qualifications each advert is requiring?</p> <p>(Distribute the worksheet)</p> <p>Play track 1. Let students write answers as they listen. Do you need to listen again? -Yes à Play track 1 again. -No à Play track 2.</p> <p>(Follow the same cycle until finished with track 3) Now compare the answers with your group members. Once you discuss and agreement to it, each one of the member should come up front to write each of the job advert information & qualifications on a post wall. Please place together with related picture(logo in it).</p> <p>Group 1 fill out job advert details. Group 2 fill out job advert details. Group 3 fill out job advert details.</p>
	Individually	Students listen to the radio announcement taking notes.	
	Group		

	Whole Class		<p>Put the post wall and pictures of the advert on the board. Student will check their answers to compare with their owns.</p> <p>Listen to the advert once again for the last time. If there is anything missing, pause the CD and let students say it out loud regarding the sentence.</p>
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Post Activity			
Materials: Worksheet			
Time	Set Up	Student Activity	Teacher Talk
10min	Whole class	Students needs to decide which one of the 3 adverts they will be apply for?	<p>1. Free Production</p> <p>Among three advert, which one you might prefer to apply for? If three of them are not the best advert you might be interested in, still choose the one that is more related to you. With the chosen advert, you will be creating 10 interview questions you are expected to be asked. You will discuss with your group and 10 minutes to be agreed and work on interview questions.</p> <p><u>CCQ</u></p> <p>What are you supposed to do during the discussion?</p> <p>Monitor actively and participate within each group.</p> <p>Share students' opinions. 3 representative Students share their choice and interview questions.</p> <p>II. Conclude lesson</p> <p>Elicit today's idioms for SS. Check it anyone understood and need additional help on it.</p> <p>Good job today. Appreciate your effort! See you again!</p>
	Groups		
	Whole Class		

SOS Activity			
Materials: Worksheet			
Time	Set Up	Student Activity	Teacher Talk
3min	Individually	Students practice actual job interview with expected questions.	<p>Those one or any group that is finished with your work, 2 persons can try one of being an interviewer and the other one being interviewee.</p> <p>Who would like to volunteer this role play?</p> <p>Make them try it and close the listening.</p> <p>Class after receiving SS' comments.</p>

Idioms checklist Worksheet.

Please write synonyms to each word and make your own sentences accordingly.

1.Find out about your interests and aptitude.

Synonyms. _____

Sentences. _____

2.Sometimes you need to manipulate the data in order to solve the problem.

Synonyms. _____

Sentences. _____

3.It is good to have interpersonal skills to have many friends.

Synonyms. _____

Sentences. _____

4.There was a conference with catering served during the break time.

Synonyms. _____

Sentences. _____

5.Landmarks are structures that have significant historical, architectural or cultural meanings.

Synonyms. _____

Sentences. _____

Synonym vocabulary:

Provide	building	Skill
Social	Control	

Listening Worksheet

Listen to the 3 speakers' public announcement on job adverts.

Answer the following key points requiring questions as you listen.

	1st Job Advert
Job offer sponsor Job Title Remuneration Working hours Responsibilities Required Qualifications How to apply	
	2nd Job Advert
Job offer sponsor Job Title Remuneration Working hours Responsibilities Required Qualifications How to apply	
	3rd Job Advert
Job offer sponsor Job Title Remuneration Working hours Responsibilities Required Qualifications How to apply	

INTERVIEW QUESTIONS SHEET

From chosen 1 job advert, please predict 10 interview questions that is expected to be asked. Pretend that you are really going to have an interview with them and preparing the question would be much helpful.

-Choice of job advert : _____(among 1, 2, 3)

-Interview questions :

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

1st JOB ADVERT

Oxford University Press
Sales Support & Customer Planning Executive

About Us

Oxford University Press is a department of the University of Oxford, which furthers the University's objective of excellence in research, scholarship, and education by publishing worldwide. The Global Academic Business (GAB) Division publishes books, journals and digital resources for the research, professional and higher education markets.

About the Role

This role sits within the Sales and Operational Services team and is part of a global analysis and reporting team. This is a new role which provides a great opportunity to develop data analysis skills as well as sales experience. The purpose of the role is to provide analysis and support to help deliver sales growth.

Key responsibilities of the role include:

- Conducting market, gap, and usage research / analysis and creating sales tools.
- Regular reporting to the business on sales pipelines and lapsed subscriptions.
- Preparing sales packs and customer visit presentations for the sales team.
- **About You**
- The successful candidate will have strong analytical skills and a background in a support role. As well as be able to prioritise and manage time effectively. You should also possess a good level of Excel knowledge and ideally have a background in a sales or customer services environment.
- **A successful candidate will be:**
- highly skilled in using software packages especially Excel, with a proven aptitude to learn and work with new systems.
- an ability to interpret and manipulate data with strong analytical skills.
- excellent communication and interpersonal skills, with the ability to work both independently and as part of a global team
- For any queries in relation to this vacancy, please contact lucy.freeman@oup.com



Sales Support & Customer Planning Executive

Oxford University Press is a department of the University of Oxford, which furthers the University's objective of excellence in research, scholarship, and education by publishing worldwide.

The Global Academic Business (GAB) Division publishes books, journals and digital resources for the research, professional and higher education markets.

The Sales Support & Customer Planning Executive sits within the Sales and Operational Services team and is part of a global analysis and reporting team. This is a new role which provides a great opportunity to develop data analysis skills as well as sales experience. The purpose of the role is to provide analysis and support to help deliver sales growth.

The successful candidate will have strong analytical skills and a background in a support role. As well as be able to prioritise and manage time effectively. Excellent communication and interpersonal skills, with the ability to work both independently and as part of a global team and an ability to interpret and manipulate data

Hertford College, Oxford

Accounts Supervisor

Application Deadline: 28th March 2018

Introduction

Hertford is one of the larger Oxford colleges, with over 400 undergraduates, around 200 postgraduates and 40 Governing Body Fellows. The Bursary is a small department, vital to the smooth operation of the College. It processes all billing and financial transactions, working with all other departments as well as dealing with queries and issues directly with students. It is currently looking at ways to improve all of its core systems and processes, and this role will be instrumental in helping with that effort.

Job Details

Job Title:	Accounts Supervisor
Location:	Hertford College, OX1 3BW
Working hour:	37.5 hours per week.
Remuneration:	University Grade 6.4 (£30,688). Free lunch when working and kitchen is open. 28 days paid holiday, plus 8 public holidays. Membership of the Oxford Staff Pension Scheme.

Core Responsibilities

Supervision of core income and expenditure transactions, ensuring accurate, timely and courteous processing of

- Billed Income processing, such as
 - Undergraduate and Postgraduate Fees
 - Accommodation Charges
 - Catering Charges
- Cash and bank receipts
 - Banking of receipts from all sources, including conferences, guest rooms, and donations
 - Recording receipts in the Accounting System and supporting applications
- Management of customer and supplier enquiries
- Purchase Invoice management and processing

Qualifications, skills and experience

- Accounting skills and experience of day-to-day accounting in connection with income and costs in a commercial environment
- Management skills and experience
- A customer-focused approach
- Experience of and skills in using a contemporary computerised accounting system

How to apply

Applications will be accepted by email only.

Applications should be emailed to **hr@hertford.ox.ac.uk**.



Hertford
College

Accounts Supervisor
37.5h/week
University Grade 6.4 (£30,688).

Closing date 28 March 2018 at 8.00am.

To apply please visit our website:
www.hertford.ox.ac.uk/about/vacancies/accounts-supervisor

Pictures of job ad

3rd JOB ADVERT

lapd Architects Office Manager

lapd Architects are looking for an Office Manager. Please see description below, and send CVs and covering letters to officeculham@lapdarchitects.co.uk

lapd Architects provide a range of residential/ commercial architectural support and services around the country: from initial feasibility and concept design, through the technical process, leading to construction supervision and eventual project completion. We pride ourselves in providing a professional level of attention to detail in all that we do, coupled with an ethical code of conduct, which makes for amicable and trustworthy business relationships with our clients. As a potential employee, you would be held to the same high standards.

JOB TITLE: Office Manager

RENUMERATION: Dependant on experience

HOURS OF WORK: Monday – Friday: 9-5

REQUIRED EXPERIENCE: Office manager experience in a creative environment, ability to work quickly and independently, ability to be flexible and to problem solve, ability to be efficient and use your own initiative, a high level of IT literacy (specifically with social media platforms, email, Microsoft, calendars and databases [we use Outlook and a programme called ArchiOffice]), communication skills (both written and spoken).

REQUIRED QUALIFICATIONS: Qualifications in English, Maths and IT will be looked upon favourably (especially at A-Level and higher).

Your role will be overseen by the Communications Manager, and your day to day responsibilities will include:

- Office management: ensuring the office and architects are well resourced
 - Calendar management for the directors
 - Front end communications: phone calls and email liaison
 - Architectural administration: learning the processes of the firm and helping to keep the architect's work flow moving at an efficient pace
- If you are interested in the role, please return a CV and covering letter via email or post according to the details above. For the successful applicants, there will be an interview process and the potential of a trial day with our team. You will be notified if your application has made it to the next stage.



Office Manager

lapd architects (Oxford) are looking for an enthusiastic **Office Manager**. We are looking for someone with a high level of spoken and written English who is able to work independently. Experience of working in a creative office environment favourable. Our office always seeks to put people first in order to accommodate a healthy work life balance.

www.lapdarchitects.co.uk/careers.asp