

☐ Listening ☒ Speaking ☐ Reading ☐ Grammar ☐ Writing

**Topic: The office party**

**Instructor:**

Mia Hwang

**Level:**

Adults  
(intermediate and up)

**Students:**

3

**Length:**

35 mins

**Materials:**

- ✓ Role card(Hard copy of appendix A)
- ✓ Hard copies of appendix B
- ✓ Screen and a computer(internet available)
- ✓ An electronic file of activity guideline(Appendix C)
- ✓ Hard copies of appendix D(SOS activity)

**Aims:**

- ✓ Student will be able to speak fluently by giving their opinions while gossiping
- ✓ Student will use vocabulary related to business environment by describing their role in the activity
- ✓ Student will be able to recognize expressions to share secrets by performing role play activity

**Language Skills:**

- ✓ Speaking: asking and answering during activity
- ✓ Reading: role card and guideline
- ✓ Listening: authentic conversation from a short video clip; conversation between students

**Language Systems:**

- ✓ Lexis: work place vocabulary
- ✓ Phonology: rhythm and stress when giving important information
- ✓ Discourse: expressions to use for telling a secret or registering surprise

**Assumptions:**

Student already:

- ✓ Have direct/indirect working experience, familiar to office environment
- ✓ Understanding on pros and cons of gossip

**Anticipated Errors and Solutions:**

- ✓ Ss may not understand what contents the video clip has  
→ subtitle will be displayed at the first time and replay if needed
- ✓ If the time is short,  
→ skip the wrap up(discussion on positive effect of gossip)
- ✓ If Ss finish their tasks on worksheet earlier than anticipated,  
→ Play a game called 'gossip game'

**References:**

- ✓ <http://www.onestopenglish.com/skills/speaking/lesson-plans/role-play/the-office-party/550646.article>
- ✓ <https://youtu.be/B6jCMaiTqG0>
- ✓ [http://txla.org/sites/tla/files/groups/YART/docs/2015SPOTHigh-Mathieu\\_ActiveProgram\\_GossipGame.pdf](http://txla.org/sites/tla/files/groups/YART/docs/2015SPOTHigh-Mathieu_ActiveProgram_GossipGame.pdf)

Lead-In/Pre-task			
<b>Materials:</b> <ul style="list-style-type: none"> <li>✓ Screen</li> <li>✓ Internet for playing the video clip on You tube(<a href="https://youtu.be/B6jCMaiTgG0">https://youtu.be/B6jCMaiTgG0</a>)</li> <li>✓ computer</li> </ul>			
Time	Set Up	Student Activity	Teacher Talk
10 mins	Whole class	<p>Ask the learners if any of them has work experience in an office.</p> <p>Show students TV show called 'the office' to give them some ideas about what office party looks like.</p> <p>Ask how it was and ask what the characters in the show did.</p>	<p>Hello everyone. How are you doing today?</p> <p><u>Eliciting</u> Have they ever been to an office party? What was it like? Do you think it's a good idea to have parties where they work?</p> <p>Okay, let me show you what the office party looks like. To help you get some idea, I want you to watch one of popular TV show called 'The Office'. Did anyone watch this before? Well, let's watch a short video clip.</p> <p>(Played the video clip)</p> <p><u>CCQ</u> How was it? Well, the characters on the show is quite exaggerated, actually that is the fun fact of this show for the reason people enjoyed. What did they do at the party?</p> <p>Have any of you been to social events with the people they work with? In American or European company, the office party is pretty common for special day, such as Christmas, Halloween or Easter day. I had some of it when I worked and there were snacks and drinks the company prepared and employees just had chat and had some fun. It was mostly for refresh in the middle of the work day.</p>

Pre-Activity/Present/Task Preparation			
<b>Materials:</b> <ul style="list-style-type: none"> <li>✓ Role card</li> <li>✓ Handout(expression reference, Appendix B)</li> </ul>			
Time	Set Up	Student Activity	Teacher Talk
10 mins	Whole class	<p>Tell the class that they have all been invited to an office end of the year party. Each person will have a different role. The objective of the role play is to find out as much gossip about the company as possible.</p>	<p><u>Instruction</u> I am going to give a role card to each of you and it says your character in the office. With this, what we are going to do is to have an office party and you are invited. So, what we will do is to gossip.</p> <p>(write down 'gossip' and its meaning on the board)</p>

		<p>Make sure you explain a word 'GOSSIP'.</p> <p>Before students begin the role play, tell them that you want them to follow guidelines each time they talk to someone new.</p>	<p>Does anyone know a word 'gossip'? If you gossip with someone, you talk informally, especially about other people's private affairs behind them. You can also say that two people gossip.</p> <p>And in the role play, let's suppose that the president of the company is not in the role play, so you are free to gossip about work and complain about the president too.</p> <p>When you gossip, please make sure to follow the instructions. First, introduce yourself and greet the other person. And refer to expression in Appendix B, ask some questions to make small talk. When you listen to the other person's gossip and react, please refer to the expressions in Appendix B.</p> <p><u>ICQ(Instruction Checking Question)</u> Simon, where do you find the expression I ask you to use?</p>
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Main Activity/Practice/Task Realization			
<b>Materials:</b> ✓ N/A			
Time	Set Up	Student Activity	Teacher Talk
10mins	Whole class	<p>When students are ready, give out the role cards, tell them to start mingling.</p> <p>Circulate and take notes of language errors good use of the target language, but don't correct at this point.</p>	I will give you 10 mins and let's get started with greetings and self-introduction.

Post Activity/Production/Post Task			
<b>Materials:</b> ✓ White board and a marker			
Time	Set Up	Student Activity	Teacher Talk
5 mins	Whole class	<p>When the time is up, ask what they find out.</p> <p>Write down new vocabulary that students use in the conversation.</p>	<p>Sounds like everyone enjoy the party. How was your conversation going? What do you find out? (Students tell what they heard about)</p> <p>I heard some new vocabulary and expression we can use in the office: debt, be laid off, secretary, accountant, Human Resources, etc. 'I know this isn't the time to talk about it, but...', 'Well, I heard that...', 'please don't tell anyone I told you...',</p>



## Appendix A

### ROLE CARD

You are Sheri Grau, the receptionist. You work at the front desk. You know most people in the company. You know that the President has parties in his office late at night after people have left work.

Expressions to use:

I shouldn't really say this but...

### ROLE CARD

You are Malcolm Singh, the accountant. You know that the company is very much in debt and that the President is getting a very large financial bonus this year.

Expressions to use:

You may not believe this but...

### ROLE CARD

You are Andrea Penedes, the secretary to the President.

You know that the President has a serious problem with alcohol and likes to have parties in his office late at night. You also know that he had an affair with the last secretary.

Expressions to use:

Please don't tell anyone I told you...

### ROLE CARD

You are George Griffith, the Human Resources manager.

You know that ten people are going to be laid off in January because of financial problems with the company.

Expressions to use:

I know this isn't the time to talk about it, but...

### ROLE CARD

You are Patricia Mendez. You are a computer technician.

You know that the President's last secretary left because she was secretly pregnant. You don't know who the father was.

Expressions to use:

Well, I heard that...

### ROLE CARD

You are Bernie Takana. You are a visitor to the company and have been invited to the party. You know that your company is planning to buy out this company next year.

Expressions to use: I'm telling you this in confidence...

### ROLE CARD

(Choose your own name and job before you start)

You work for the company. You don't like your job very much. You like to complain about your work and want to find out gossip about the company.

### ROLE CARD

(Choose your own name and job before you start)

You work for the company. You don't like your job very much. You like to complain about your work and want to find out gossip about the company.

## Appendix B

### Expression you can use in the conversation:

#### Making small talk at the office party

- How long have you been with the company?
- What's your job? / What do you do?
- Wow, this year has gone by really quickly.
- I can't stand these office parties.
- This is really good; would you like to try some?

#### Reacting to the surprising news

- Really!
- No way!
- I can't believe it!
- You're kidding!
- That's terrible!

## Appendix C

- 1) Introduce yourself and greet the other person.
- 2) Ask some questions to make small talk (refer to appendix B)
- 3) If you have some gossip, tell it using the expression provided on your role card.
- 4) Listen to the other person's gossip and react (refer to Appendix B).

## **Appendix D**

### **Gossip Phrases**

Never wear your pink flip flops at the beach or sharks will bite your toes.

I don't care much for yellow carrots, but blue potatoes and red cucumbers are better for the stomach.

Goofy grinning gophers gobbled gigantic grapes while juggling gerbils.

The perpendicular purple pen is mightier than the swishing silver sword.

Seraphina sat in a shady shoe shine shack.

Elephants cannot tango but they can tiptoe through the tulips.

I love eating toasted cheese and tuna sandwiches.

A pink pig and a pesky purple donkey flew a kite at night.

Alex the Alsatian ate eleven eclairs in the evening with an espresso.

Alice Franklin hates Healy High School and hopes to hop a train to Houston.