

ESOL Lesson Plan – work & leisure

Name _____ Date _____



<p>Date:</p> <p>Course: E2 ESOL JCP</p>	<p>Duration: 2 Hrs</p> <p>Topic/main focus: Work and Leisure</p>
<p>Aims – the overall purpose of the lesson. To reinforce prior learning of:</p> <p>Wh questions – week 2 (what/where/who/when)</p> <p>Present simple verbs ‘be’/ ‘have’</p> <p>Job Search workshop – week 4</p>	
<p>New structures and vocabulary (target language) you will cover:</p> <p>Adjectives describing personality</p>	
<p>Specific learning outcomes. Students will be able to:</p> <p>Practice Wh questions and answers</p> <p>Write 2 sentences about themselves, describing their skills, experiences, personal qualities and interests.</p> <p>Recognize the difference between formal and informal language</p>	<p>Assessment method(s): (how <u>each</u> learning outcome will be assessed)</p> <p>T will monitor peer group and feedback from materials</p> <p>T will check and correct S worksheets in class</p> <p>Ss will discuss and complete worksheets, T monitor</p>
<p>Previous knowledge assumed:</p> <p>Topic vocabulary and grammar covered in weeks 2 and 4</p> <p>Job search workshop from week 4</p>	
<p>Strategies for differentiation:</p> <p>Pairing weaker and stronger learners together</p> <p>Extension worksheets for faster learners</p>	
<p>Material (including reference to equal opportunities) and equipment required:</p> <p>IWB using smart notebook software, mini whiteboards and pens, flipchart, worksheets with inclusive non stereotypical examples</p>	
<p>Strategies to embed Equality and Diversity, Safeguarding and H & S</p> <p>Inclusive non stereotypical examples (jargon free) in worksheets</p>	
<p>Homework Set:</p> <p>Attempt to apply for one of the 3 other positions using the example given in worksheets</p>	
<p>Notes for observer: (authorised lateness, students with health issues etc.)</p>	

Key: T= teacher, S = student, H&S = health and safety, IWB = interactive whiteboard, Q = question, Wh = who, what, where, when, why.

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Time (approx)	Learning outcome	Student activity	Teacher activity	Resources
1 min	For learners to see what they will achieve		Write objectives on whiteboard	Whiteboard
10 mins	Practice Wh questions and answers	In small groups, Ss will ask and discuss q's shown on IWB Ss to write answers on mini whiteboards Confident Ss to write answers on IWB	T to introduce Wh questions T to model Qs T to monitor with target questions T will monitor peer group and feedback from materials	IWB, Mini whiteboards, pens
5 mins	Read for gist	Ss to read 4 job adverts for gist, underlining any unfamiliar or unknown vocabulary	T to monitor	Worksheet (see page 5)
10 mins	Pronunciation and vocabulary	Individual learners will explain what they understand from advert Individual Ss will read an advert aloud Ss will ask for meaning of unknown vocab	T to ask Ss to explain general content to classmates for each advert T to ask Ss to read adverts aloud, correcting pronunciation where it doesn't interfere with flow (or at end) T to explain unknown vocab. after asking other learners if they know (possible use of dictionaries?)	Worksheets (see page 5) Dictionaries?
15-20 mins	Reading for specific information	Ss individually read info in adverts to help fill in a chart Ss check ideas in pairs	T to set up task where detailed reading of adverts is required to fill in a chart T monitor and use targeted q's where necessary Whole group feedback onto IWB	Worksheets (see page 6) IWB

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10 mins	Reading for gist / Present simple	<p>Ss to split into 4 groups and each read one person's biography. As a group Ss to decide which of the jobs previously discussed best suits their biography One Ss to read biography aloud to class and explain to group what job they thought suited candidate and why</p>	<p>T to set up task and split learners into groups to read biography and discuss jobs suitable (Extension activity / differentiation – faster groups can read and match further biographies) Whole group discussion/feedback</p>	<p>Worksheets (see page 7) IWB</p>
15-20 mins	<p>Wh questions and speaking practice Present simple Positives and negatives (and 3rd person singular)</p>	<p>In pairs, Ss to ask Wh questions about various activities and how they feel about them</p> <p>Ss then write sentences about partner using 3rd person singular on worksheet</p> <p>Ss then write one sentence (checked by teacher) on mini whiteboards about their partner using positive and negatives and group to guess if it is true or false (also opportunity to reinforce to class use of 3rd person singular)</p>	<p>T set up task</p> <p>T monitor and assist</p> <p>T to model on board the difference between 1st and 3rd person</p>	<p>Worksheets (see page 8) IWB</p>
10 mins	Use and understand job search vocabulary	<p>Ss to work in groups to match definitions of skills, experiences, interests and hobbies and personal qualities</p> <p>Ss to read sentences in pairs and match/check understanding with definitions of skills etc</p>	<p>T monitor and assist</p> <p>T to open questions/definitions to whole group for discussion</p> <p>T monitor and help where necessary T to explain verbs (have/be etc) used with skills, experiences etc</p>	<p>Worksheets (see page 11) IWB</p>

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10 mins	Concept checking / extension activity	Ss work in small groups to match phrases with correct column	T to model examples of personal phrases Feedback as whole group onto board	Worksheets (see pages 9-10) IWB
20 mins	Write sentences about own personal skills etc	Ss to write 8 sentences about themselves individually describing personal skills etc Ss to read one sentence to class about one of their qualities	T to model example of 1 or 2 sentences (asking learners not to directly copy if possible) T to monitor and assist learners construct sentences (using target vocab and grammar)	IWB Worksheets (see page 12)
20 mins	Understand formal/informal language	Ss work in small groups to read through a letter of application and check for spelling, punctuation, grammar, missing words and format and appropriate language	T to set up task, and elicit from 'hello' in letter correct use of formal language (contexts etc) T to open out to class and discuss letter, language etc (T to set extension task/differentiation where faster learners attempt to similarly apply for one of the jobs from beginning of letter) using letter as a pro-forma For weaker learners, ask them to write out the letter corrected in proper format	IWB Worksheets (see page 13)
5-10 mins	Close / assessment of learning lesson	On mini whiteboards, Ss to write one thing they learned, and one thing they would like to learn more about	T to take notes of learner responses and use information for future lessons for more personalized learning	
<i>** Extra activities reinforcing written and spoken work on money / salaries are provided on pages 14-16</i>				

Job advertisements

RECEPTIONIST

We are looking for somebody to staff the reception desk for a busy and successful company.

You must be:

- Friendly and helpful
- Able to work on your own
- Speak another language
- Able to use a computer

This full-time post is ideal for someone who has recently left school or college.

For an application form please write to:

**Personnel
New Print Ltd
Oak House
King Street
London N1 8TN**



LONGFORD JUNIOR SCHOOL
Longford Road
London N16 2BU

LEARNING SUPPORT ASSISTANT

- Salary £7050-£7776 (incl. LW)
- Full-time post (36 hours – to be negotiated between 8 am and 5 pm)
- 36-week fixed term contract

We are looking for an enthusiastic, reliable person who is able to work well under pressure and on his or her own initiative. You must be patient and understand the needs of children learning English as an additional language.

At least one second language and a good basic education are essential, as is experience of working with children. Previous LSA experience is desirable but full training will be given.

We are an equal opportunities employer and welcome applications from all sections of the community.

Phone 0775 341679 for an application pack.

Part Time Farm Worker

We provide the opportunity for people to find out about & work with animals. We do a lot of educational work with local schools.

We are looking for someone who likes working outdoors and loves animals.

No previous experience necessary as training will be given.

Temporary contract.

£7.50 ph

Interested?

Write to Shirley Brown
Hackney Farm, Hackney Road
London E8 6HN

ROYAL MAIL

Postal Workers

We are looking for part-time staff to work on contracts.

Training given. 36 hr pw. Opportunity for overtime.

Must be hard working & enthusiastic

For an application form contact:

Mary Chambers

Personnel

342 Main Street

London N1 4JT

Tel 0207 576 3334

Looking for work. The right person for the right job.

Name _____ Date _____



Activity A – Look at the advertisements and complete the chart.

Write “Doesn’t say” if the information isn’t available.

Information	Learning Support Assistant	Receptionist	Farm worker	Postal Worker
p/t or f/t?				
Perm or temp?				
Hours?				
Pay?				
How to apply?				

Looking for work. The right person for the right job.

Name _____ Date _____

Activity B – Work in pairs. Read each description then say which is the best job for each person. Give your reasons.

William likes looking after people, and he loves spending time with children. Some weekends, he takes his nephews and nieces out into the countryside, or, he stays in London and visits parks and museums. When he's got some free time to himself, he likes watching informative TV or reading a good book. He loves reading about the past, but he also likes reading short stories.



Carlos (on the left), loves keeping fit and at the weekends he enjoys playing football with his boyfriend and his mates. He doesn't like staying indoors too much, but prefers being outdoors walking or cycling. He wants to improve his English because he needs to find a job, and his first language is Dutch.



Nila loves animals. She enjoys reading about them, looking after them, and watching wildlife documentaries. She has several pets, including a dog, a tarantula and a snake called Fluffy!



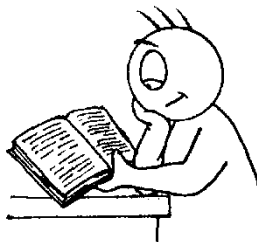
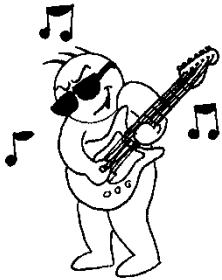
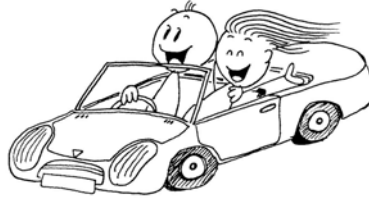
Maria has recently finished an ESOL course at college and is looking for a job. She is always interested in learning new things. She has a computer at home, loves learning about new programmes, and can type extremely fast. She likes meeting people and making new friends.



Looking for work. The right person for the right job.

Name _____ Date _____

Activity C – Work in pairs. Ask each other about things you like doing in your free time. Then tell your partner how you feel about the activities shown in the pictures.



Now write four sentences about things your partner enjoys doing in his or her free time.

.....

.....

.....

.....

Personal qualities.

Name _____ Date _____



Activity D – Write these phrases in the correct column (or your teacher will give you some cards to sort).

Cambridge ESOL Entry 2 reading worked with children honest use a computer outgoing use a photocopier reliable solving problems looking after children drive brought up a family	patient worked in an office speak another language listening to the radio helping people meeting new people friendly worked outdoors flexible a university degree work under pressure work as part of a team
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Skills	Experience / Qualifications	Personal qualities	Hobbies & interests

Personal qualities.

Name _____ Date _____



Activity D – continued (sort cards).

Skills	Experience / Qualifications	Personal qualities	Hobbies & interests
use a computer	worked with children	reliable	meeting new people
use a photocopier	worked in an office	friendly	reading
speak another language	worked outdoors	honest	listening to the radio
drive	Cambridge ESOL Entry 2	patient	helping people
work under pressure	a university degree	outgoing	looking after children
work as part of a team	brought up a family	flexible	solving problems

Writing about skills, experience, personal qualities and interests

Name _____ Date _____

Activity E

1 Draw an arrow to match the definitions on the left with the words and phrases on the right.

The kind of person you are	experiences
What you can do	interests and hobbies
What you have done in your life	personal qualities
The things you like doing	skills

2 Look at the sentences below about Maria, and write *skills, experience, personal qualities* and *interests* on the line next to each statement.



I am a reliable and honest person	...personal qualities.....
I enjoy watching TV documentaries in my free time.
I have brought up a family.
I am able to work on my own.
I can speak three languages, including English.
I like keeping fit and going for long walks in the countryside.

Grammar

When we talk about **experiences** we usually use the **present perfect**.

When we talk about **skills** we usually use **can** or **be able to**.

When we talk about **personal qualities** we usually use **be**.

When we talk about **hobbies** and **interests** we use **like, enjoy** and **love**.

Writing about skills, experience, personal qualities and interests

Name _____ Date _____



Activity E – continued.

3 Now write eight sentences about yourself describing your skills, experiences, personal qualities and interests.

Skills

1

2

Experience

3

4

Personal qualities

5

6

Hobbies & interests

7

8

Writing a letter of application

Name _____ Date _____

Activity F – formal and informal language

Nila has decided to apply for the post of part-time Farm Worker. She has written the letter below which has several mistakes in it. Read through the letter and make corrections where necessary. Look at spelling, punctuation, grammar, missing words, format and appropriate language.



Could you please	am looking forward to hearing from you	as advertised in
post	believe suitable	Yours sincerely
as soon as possible	Dear Sir or Madam	additional information
	Nila Dogan	

Nila Dogan
134 kingley Road
Brighton
East Sussex
bN7 OH9

Shirley brown
Hackney Farm
Hackney Road
London
e8 6hn

Hello,

I'm writing to you about the job of part-time Farm Worker that was in the hackney gazette in the 9 march. I want you to send me an application form and any extra stuff about this post.

I think I am okay for this job because i like working with animals. I can work hard and enthusiastic and can work on my own or as part of a team.

I want you to write me you quickly.

Goodbye,

Nila

Extra activities: How much do they pay?

Name _____ Date _____

Activity G – Look at these examples.

£8.00 ph	It's eight pounds an hour
£7.50 ph	Seven pounds fifty an hour
£6,000 pa	Six thousand pounds per annum
£6,500 pa	Six thousand, five hundred pounds per annum
£6,550 pa	Six thousand, five hundred and fifty pounds per annum
£7,654 - £8,386 pa	From seven thousand, six hundred and fifty four pounds to eight thousand, three hundred and eighty six pounds per annum

Extra activities: How much do they pay?

Name _____ Date _____

Activity G (continued) – Now write the pay in the empty spaces.

£9.00 ph	
£8.50 ph	
£7,000 pa	
£4,500 pa	
£8,550 pa	
£5,619 - £6,282 pa	

Extra activities: How much do they pay?

Name _____ Date _____

Activity H – Now fold page 15 in half so you can only see the first column. Work with a partner. **Partner A** asks the question and **Partner B** gives the answer.

For example:

A: How much do they pay?

B: Five pounds an hour

Activity I – Here is some additional practice. You can work with a partner or write the answers in the empty spaces.

£10 ph	
£8.64 ph	
£9000 pa	
£7876 pa	
£158 - £210 pw	
£400 - £500 pm	
£4580 - £6000 pa	
£11,550 - £16,473 pa	

Extra activities: How much do they pay?

Name _____ Date _____

Answers (Activities G H and I)

£9.00 ph	Nine pounds an hour
£8.50 ph	Eight pounds fifty an hour
£7,000 pa	Seven thousand pounds per annum
£4,500 pa	Four thousand, five hundred pounds per annum
£8,550 pa	Eight thousand, five hundred and fifty pounds per annum
£5,619 - £6,282 pa	From five thousand, six hundred and nineteen to six thousand, two hundred and eighty two pounds per annum

£10 ph	Ten pounds per hour
£8.64 ph	Eight pounds sixty four per hour
£9000 pa	Nine thousand pounds per annum
£7876 pa	Seven thousand, eight hundred and seventy six pounds per annum
£158 - £210 pw	One hundred and fifty eight to two hundred and ten pounds per week
£400 - £500 pm	Four hundred to five hundred pounds per month
£4580 - £6000 pa	From four thousand five hundred and eighty to six thousand pounds per annum
£11,550 - £16,473 pa	From eleven thousand, five hundred and fifty to sixteen thousand, four hundred and seventy three pounds per annum