

Class Level: 3	Topic: Time	Estimated Class Length: 3 hrs	Date:
----------------	-------------	-------------------------------	-------

Lesson Objectives:

- **Talk about present or past work schedules**
- **Write a dialogue**
- **Role-play a dialogue**

Language Skill: <ul style="list-style-type: none"> • Speaking • Listening • Reading • Writing 	 <p>Materials and Equipment:</p> <ul style="list-style-type: none"> • White Board • LCD Projector/Computer • Work Schedule Vocabulary Matching worksheet
---	---

Activity Plan

Warm Up: Ss share their current or past work schedules with the class by answering the following questions: When do they get their work schedule? Who gives it to them? What are their working hours?

Introduction: Ask Ss what they like and don't like about their work schedules. Tell Ss that today's class will focus on reading and understanding a work schedule.

Presentation: Write a few work schedule vocabulary words on the board. e.g. shift, overtime. Ask Ss to write more work schedule vocabulary on the board. Ask Ss to choose 3 words and write a sentence using the word. Each Ss will write one sentence on the board. The class will check the sentences for correct punctuation and grammar.

Practice: Give students "Work Schedule Vocabulary Matching" worksheet. Review answers orally with whole group.

Practice: Ss need to learn this vocabulary *online* before completing the activities:

http://www.web-esl.com/84R/wrksch_flsch.htm

Work schedule activity #1: <http://www.web-esl.com/84R/wrkschd.htm>

Work schedule activity #2: <http://www.web-esl.com/job/sch.htm>

Give each student an opportunity to read and answer a question aloud

Students can also go to Reep World and do the following exercise:

<http://www.reepworld.org/englishpractice/work/abdul/index.htm>

Practice: Pair Ss. Pairs write a short work schedule dialogue where they exchange information about their work schedules.

Evaluation: Ss present dialogues to class.

Extension Activities:

- Additional homework/reinforcement for this lesson can be found at: http://www.nc-net.info/ESL/Caldwell/Year_2/Lesson_Plans/WorkSchedule/workschedule-02.php
This is the website for the North Carolina Library of ESL Lesson Plans. You can also go to: nc-net.info/ESL, then go to Caldwell Community College EL/Civics, Year 2, then choose work schedule.
- Have students write down their personal schedule for the next 2 weeks for more practice understanding schedules.

- Ss write a summary of their work schedule for one month.

Work Schedule Vocabulary Matching

Draw a line from each word to the correct definition.

- | | |
|------------------|--|
| 1. call in | to make something different |
| 2. late | to plan that something will happen at a certain time |
| 3. work schedule | to telephone the place where you work to let them know that you are going to be absent or late |
| 4. change | time worked more than the regular working hours in a day or week |
| 5. permanent | time when you do not have to be at work |
| 6. absent | the time of day a person works |
| 7. schedule | not at work, school, or another place that a person should be |
| 8. shift | something that does not change |
| 9. time off work | after the scheduled time; not on time |
| 10. vacation | a time of rest from work or school |
| 11. break | a small amount of time when a person can stop working to eat or rest |
| 12. overtime | a list of times when a person works |
- 