<table>
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<th>Class Level: 3</th>
<th>Topic: Time</th>
<th>Estimated Class Length: 3 hrs</th>
<th>Date:</th>
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**Lesson Objectives:**
- Talk about present or past work schedules
- Write a dialogue
- Role-play a dialogue

**Language Skill:**
- Speaking
- Listening
- Reading
- Writing

**Materials and Equipment:**
- 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_fish.htm](http://www.web-esl.com/84R/wrksch_fish.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:

**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](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