
STANDARDS-BASED
DAILY LESSON OUTLINE

UnitTheme: work and employment 1

Duration: 90 min

Objectives

By the end of this lesson, the students should be able to;

1. Know some of the workplace-related vocabulary and expressions
2. Understand the confusing words used in business English
3. Write a CV or resume and a cover letter
4. Understand business English for meetings

Resources

Blackboard Notebook/Pen
Session 6 work and employment 1 handouts
Session 6 work and employment Worksheet
Session 6 work and employment Homework Handouts
Projector/laser pointer

Warm-up

Welcome the students to today's class and tell them what they will be learning i.e. how to write a CV or resume and a cover letter. The students will also learn workplace-related vocabulary and expressions as well as understand business English for meetings.

Lesson instructions

Start the lesson by asking students to give examples of words they think are used in the workplace and their general meanings. Dive into the lesson by first defining the term jargon. *Jargon' refers to language that is specific to a certain topic and can be confusing for those outside 'the know'*

Use the workplace-related vocabulary and expressions content to give the commonly used phrases in “business talk”

Now ask the students to give their take on the words they find confusing in business English. Try and explain with examples the meaning of the words that the students will give you. Use the confusing words in business English content to dig deeper on the subject. Ask students to air their questions in regards to the subject.

Ask the students to define what a CV is in their own words. Now give them the proper definition from the work and employment 1 handout. Take them through the 7 steps of writing a CV/ resume. For every step, give an example of how to go about it. Show the students different examples of a written CV/resume. Allow the students to ask questions and clarify where need be.

Continue the class by asking the students to define what a cover letter is. Now give them the correct description. Use the content in the handout to take them through parts of a cover letter. Take them through the extra information that pertains

- Providing salary information
- Electronic etiquette
- Goal- oriented tips for your cover letter

Use the PowerPoint to take the students through each slide of business English for meetings

Activity

- a. Instruct each student to write their resume and a cover letter for a secretary position
- b. Divide the students into groups and let them have conversations using workplace related vocabularies.

Independent working time/assignment

Introduce questions to students to work on their own:

Session 6 work and employment 1 Worksheet.docx:

1. Complete the sentence using the correct form of the tense (page 1)
2. Fill in the blanks using the correct vocabulary from the table below (page 1)
3. Complete the sentences using the words from the table below (page 2)

Session 6 work and employment 1 homework.docx:

1. Choose the correct answer in the questions below (page 1)
2. Complete the following presentation excerpts using the words below (page 1)
3. Which sentence means the same as the phrase used (page2)