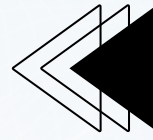


Scheduling Appointments



Level: B1/Low Intermediate

Duration: 60 minutes

Course Title:

Batch/Class:

By the end of the lesson, students will be able to:

- Schedule, reschedule, and cancel appointments using basic English phrases and requests.

Materials Needed:

- Whiteboard and markers
- Flashcards with key vocabulary (e.g., appointment, schedule, cancel, etc.)
- Handouts with dialogues and scenarios related to scheduling appointments
- Calendar or planner for visual aid (optional)

Warm-up (10 minutes):

- Begin the class by asking students about their experiences with scheduling appointments in their native language. Discuss the importance of this skill in personal and professional life.
- Introduce the topic of the day: "Scheduling Appointments: Essential Phrases and Requests". Discuss the importance of this skill when interacting with English speakers.

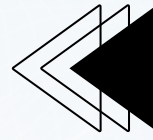
Presentation (15 minutes):

- Introduce key vocabulary related to scheduling appointments. Use flashcards for visual aid and pronunciation practice.
- Use the whiteboard to write simple sentences and questions related to scheduling appointments and explain each part. For example, "I would like to schedule an appointment.", "Can I reschedule my appointment?", "I need to cancel my appointment."
- Show a calendar or planner (if available) and practice scheduling appointments on specific dates and times.

Practice (20 minutes):

- Distribute handouts with dialogues and scenarios related to scheduling appointments. Students practice the dialogues in pairs, taking turns in each role.
- Conduct a listening exercise where the teacher acts as a receptionist scheduling, rescheduling, or canceling appointments. Students listen and then identify the key phrases used in the conversation.

Scheduling Appointments



Level: B1/Low Intermediate

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Production (10 minutes):

- **Role-play activity:** Set up scenarios where students need to schedule, reschedule, or cancel appointments, such as at a doctor's office, a hair salon, or a business meeting. Encourage students to use the key vocabulary and phrases learned in the lesson.

Wrap-up (5 minutes):

- Review the key vocabulary and phrases. Ask students to provide examples of how to use them.
- Encourage students to practice scheduling appointments in English outside of class. They can do this in their daily lives or by using English language learning apps or websites.

Homework:

- Write a dialogue of a phone call to schedule, reschedule, or cancel an appointment.
- Listen to an English-language conversation online (provide a few recommended resources) about scheduling appointments and write down the key phrases used.

Assessment:

- Participation in class activities and discussions.
- Accuracy and creativity in the role-play activity.
- Completion and quality of homework assignments.

Teacher's Notes:

Happy Teaching!

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