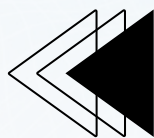


Talking About Tasks and Responsibilities



Level: B1/Low Intermediate

Duration: 60 minutes

Course Title:

Batch/Class:

Objective:

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

- Discuss tasks and responsibilities at work or school using basic English vocabulary and phrases.

Materials Needed:

- Whiteboard and markers
- Flashcards with key vocabulary (e.g., assignment, deadline, meeting, project, etc.)
- Handouts with dialogues and scenarios related to tasks and responsibilities at work or school
- Pictures of different workplace or school settings (optional)

Warm-up (10 minutes):

- Begin the class by asking students about their tasks and responsibilities at work or school in their native language. Discuss the importance of being able to discuss these topics in English when studying or working in an English-speaking environment.
- Introduce the topic of the day: "Workplace and School Language: Discussing Tasks and Responsibilities". Discuss the importance of this skill when interacting with English speakers.

Presentation (15 minutes):

- Introduce key vocabulary related to tasks and responsibilities at work or school. Use flashcards for visual aid and pronunciation practice.
- Use the whiteboard to write simple sentences about tasks and responsibilities and explain each part. For example, "I have a meeting at 10 am.", "My assignment is due tomorrow.", "I'm working on a big project."
- Show pictures of different workplace or school settings (if available) and practice discussing tasks and responsibilities using the key phrases.

Practice (20 minutes):

- Distribute handouts with dialogues and scenarios related to tasks and responsibilities at work or school. Students practice the dialogues in pairs, taking turns in each role.
- Conduct a listening exercise where the teacher discusses their tasks and responsibilities at work or school. Students listen and then identify the key phrases used in the conversation.

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Production (10 minutes):

- **Role-play activity:** Set up scenarios where students need to discuss tasks and responsibilities at work or school, such as talking to a coworker, a boss, a teacher, or a classmate. 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 discussing tasks and responsibilities 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 short paragraph describing their tasks and responsibilities at work or school, using the key vocabulary and phrases.
- Listen to an English-language conversation online (provide a few recommended resources) about tasks and responsibilities 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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