

English course – Intermediate

Duration 40 hours/Lessons

Lesson Plan

Lesson	Topic	Y/N
1.	1. Familiarization with course content, assessment process and course objectives. 2. Extempore: (call attention to: grammar, pronunciation, sentence structure, clarity of speech and coherence) 3. Feedback on same. HA: reading and comprehension exercise (give handout if required)	
2.	1. Check and correct HA. 2. Essay writing. (Topic: Trainer's discretion) call attention to: grammar, sentence structure, creativity, preciseness, coherence and confidence. HA: Workbook activity (assign specific pages/exercises)	
3.	1. Check and correct HA. 2. Importance of active listening, with a fun activity and teach-back. 2. Feedback on teach back. HA: read a current business news event and relate incident as accurately and precisely as possible to another person.	
4.	1. Check if HA done. 1. Turn-coat. <i>Trainer note: allow time for prep.</i> (call attention to: grammar, pronunciation, sentence structure, clarity of speech and coherence) HA: Workbook activity (assign specific pages/exercises)	
5.	1. Check and correct HA. 1. Reading and comprehension from business pages. <i>Trainer note: ask questions seek/prompt/imbibe business related language.</i> Practice. HA: Workbook activity (assign specific pages/exercises)	

6.	1. Check and correct HA. 2. Speaking activity. (role play or GD) Trainer's discretion. HA: Workbook activity (assign specific pages/exercises)	
7.	1. Check and correct HA. 2. Writing an effective business letter. (do's & don'ts) HA: Workbook activity (assign specific pages/exercises)	
8.	1. Check and correct HA. 2. Email etiquette. (ABC principle) Practice. HA: Practice Email; business scenario.	
9.	1. Check and correct HA. 2. Telephone etiquette. 3. Debate. HA: Workbook activity (assign specific pages/exercises)	
10.	FIRST ASSESSMENT. (written and spoken)	
11.	1. Consolidate areas of opportunity and keep informed all concerned of performance related to assessment. 2. Listening exercise: 3. Listening and comprehending someone else in class. Discuss. HA: Workbook activity (assign specific pages/exercises)	
12.	1. Check and correct HA. 2. Resume writing, activity. HA: Workbook activity (assign specific pages/exercises)	
13.	1. Check and correct HA. 2. Extempore/GD. 3. Feedback. HA: Workbook activity (assign specific pages/exercises)	
14.	1. Check and correct HA. 2. Listening activity: Listening to recording and recalling details. HA: Workbook activity (assign specific pages/exercises)	
15.	1. Check and correct HA. 2. Grammar activity: identifying parts of speech from given sentences. HA: Workbook activity (assign specific pages/exercises)	
16.	1. Check and correct HA. 2. Interview preparedness. HA: Workbook activity (assign specific pages/exercises)	
17.	1. Check and correct HA. 2. English grammar quiz. HA:	

	Workbook activity (assign specific pages/exercises)	
18.	1. Check and correct HA. 2. Importance of paraphrasing and summarizing. Exercise. HA: Workbook activity (assign specific pages/exercises)	
19.	1. Check and correct HA. 2. Reading and comp activity: Give handout. HA: Workbook activity (assign specific pages/exercises)	
20.	SECOND ASSESSMENT: (spoken, written and listening)	
21.	1. Consolidate areas of opportunity and update all concerned of performance related to assessment. 2. Feedback. General conversation. HA: Workbook activity (assign specific pages/exercises)	
22.	1. Check and correct HA. 2. Shift focus to areas of opportunity. 2. Extempore. HA: Workbook activity (assign specific pages/exercises)	
23.	1. Check and correct HA. 2. Reading and comp activity – summarizing a news event or a story. HA: Workbook activity (assign specific pages/exercises)	
24.	1. Check and correct HA. 2. Email writing; write an email based on given principle, in lesson 8. HA: Workbook activity (assign specific pages/exercises)	
25.	. 1. Check and correct HA. 2. Precise writing. Feedback. HA: Workbook activity (assign specific pages/exercises)	
26.	1. Check and correct HA. 2. Grammar KC (written). HA: Workbook activity (assign specific pages/exercises)	
27.	1. Check and correct HA. 2. Extempore topic from a hat. HA: Workbook activity (assign specific pages/exercises)	
28.	1. Check and correct HA. 2. Pronunciation activity (tongue twisters.) HA: Workbook activity (assign specific pages/exercises)	
29.	1. Check and correct HA. 2. Homonyms and homophones – appropriate usage. HA: Find Homonyms	

	and homophones and make sentences with both pairs.	
30.	THIRD ASSESSMENT. (Written, spoken and listening.)	
31.	1. Consolidate areas of opportunity and update all concerned of performance related to assessment. 2. Feedback on assessment taken. Common redundancies and contradictions used. HA: Workbook activity (assign specific pages/exercises)	
32.	1. Check and correct HA. 2. Creative writing activity. HA: Read a news article and summarize.	
33.	1. Check written summary. 2. Watch a clipping of a speech for emotions and expressions. Discuss. HA: Workbook activity (assign specific pages/exercises)	
34.	1. Check written summary. 2. Listening activity. Listen carefully to the audio and write a summary. Discuss shortcomings and why. HA: Workbook activity (assign specific pages/exercises)	
35.	1. Check and correct HA. 2. Debate. HA: Workbook activity (assign specific pages/exercises)	
36.	1. Check and correct HA. 2. Role play; strangers. Discuss flaws. HA: Workbook activity (assign specific pages/exercises)	
37.	1. Check and correct HA. 2. Leadership. (Leading and sustaining teams – best practices). HA: Workbook activity (assign specific pages/exercises)	
38.	1. Check and correct HA. 2. Impromptu speech/GD. HA: Workbook activity (assign specific pages/exercises)	
39.	Answer all queries pre final assessment; revision.	
40.	FINAL ASSESSMENT. (spoken written and listening)	