

Time management (teacher's notes)

1. Lead-in (Activity 1) 5 mins

Aim: to engage students in the context of the lesson.

Procedure: Ask SS to read the quotes and try to guess the missing phrase. Elicit some ideas and give the correct answer.

Key:

time management

Tell SS that you're going to talk about time management today and ask if it's an important issue for them. If you have enough time, ask them in pairs to choose the quote they like and explain why.

2. Discussion (Activity 2) 7 mins

Aim: to practice speaking for fluency.

Procedure: Ask your SS to answer the questions in pairs. Conduct content feedback: let them share one interesting fact about their partner.

3. Watching for gist (Activity 3) 20 mins

Aims: to practice listening and notetaking.

Procedure: Ask SS if they often say that they have no time. Do they really have no time or they just don't want to do something?

Set the task. SS watch the video and take notes of the key information they hear. Ask SS to share their opinion about this TED talk.

Play the video: <https://www.youtube.com/watch?v=n3kNIFMXslo>

After that, ask SS in pairs to complete the gaps and then find the answers in the transcript.

Key:

1. (priority)
2. (performance review) and (family holiday) now.
3. (Friday afternoons).
4. (career)
5. (what matters)
6. (joy)

Finally, ask SS to discuss the points. If they think these pieces of advice are useful and why.

4. Vocabulary work (Activity 4) 8 mins

Aim: to practice more words on the topic 'Time management'.

Procedure: These are the words from the TED talk. Let SS match the halves of the phrases. Then SS make 5 questions and ask them their partners.

Key:

to blame smb for your tardiness

to do errands

to shave bits of time off everyday activities

to keep track of time

to have a demanding job

a performance review

to work on your goals

break smth into doable steps

5. Mini project (Activity5) 7-8 mins

Aims: to engage SS and practise speaking for fluency.

Procedure: SS need to figure out what their priorities are. They make 2 lists: career and personal plans. Then they share this information with their partner. Conduct content feedback: let them share the most interesting information about their partners.

6. Sum up. 2-3 mins

Praise SS for good work and give delayed error correction feedback.