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**UNIT 4: GRADUATION AND CHOOSING A CAREER**

**Lesson 3.2: Writing and Speaking (Pages 48 & 49)**

**1. Objectives**

By the end of this lesson, students will be able to write résumés in English

**1.1. Language knowledge/ skills**

- practice using the past tense action verbs (writing skills)

- practice talking about your characteristics and skills, and your current education level.

- practice writing a résumé for a job.

**1.2. Competences**

- improve Ss’ communication, collaboration, analytical, and critical thinking skills.

**1.3. Attributes**

- talk about characteristics and skills, your current education level.

**2. Teaching aids and materials**

**- Teacher’s aids:** Student’s book and Teacher’s book, class CDs, DCR– Phần mềm tương tác trực quan, DHA – Ứng dụng trò chơi tương tác, projector / interactive whiteboard /TV (if any), PowerPoint slides.

**- Students’ aids:** Student’s book, Workbook, Notebook.

**3. Assessment Evidence**

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| **Performance Tasks** | **Performance Products** | **Assessment Tools** |
| - Underline the past tense action verbs  - Rewrite information to be suitable for a résumé  - Talk about your characteristics and skills, your current education level  - Complete the table with the information | - Ss’ answers.  - Ss’ answers.  - Ss’ answers  - Ss’ answers | - Observation.  - Observation.  - Observation.  - Observation. |

**4. Procedures**

**A. Warm-up: 5 mins**

a. Objectives: to review the previous lesson.

b. Content: Rearrange the sentences in the correct order.

c. Expected outcomes: Ss can review what they have learnt.

d. Organization

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| --- | --- |
| **Teacher’s activities** | **Students’ activities** |
| **Rearrange the sentences in the correct order:**  - Divide the class into pairs.  - Ask Ss to rearrange the sentences in the correct order.  a. Assisted the Mobile App Development team to fix bugs and maintain the app on weekends.  b. Organized high school student with advanced IT knowledge and strong problem-solving skills, looking for a full-time job as a software designer in a tech company  c. Received excellent school reports from teachers on IT assignments and helped other students in class | - Work in pairs  ***Answer keys*:**  **b – c - a** |

**B. New Lesson: 30 mins**

**1. Writing – 10 mins**

a. Objectives: to help Ss understand and how to write a résumés in English.

b. Content: tasks a, and b

c. Expected outcomes: Ss can understand and how to write a résumés in English.

d. Organization

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| --- | --- |
| **Teacher’s activities** | **Students’ activities** |
| **Task a:** **Read about writing a résumé in English, then read the résumé in the Reading again and underline the past tense action verbs in the Experience section**.  - Have Ss read the Writing Skill and the résumé in the Reading again.  - Have Ss circle the past tense action verbs in the Experience section.  - Have Ss check answers with their friends.  - Check Ss’ answers around the class. | - Read and circle  ***Answer Keys:***  *Learned; Handled; Managed; Talked; Developed; Played; Organized; Contributed; Communicated; Encouraged; Increased; Assisted; Collected; raised* |
| **Task b:** **Rewrite the following information so that it's suitable for a résumé**.  - Have Ss read the information  - Have Ss rewrite it so that it’s suitable for a résumé.  - Have students check their answers with a partner.  - Check Ss’ answers around the class. | - Rewrite the information.  ***Answer Keys:***  *1. Responsible high school student with great teamwork skills, looking for a part-time job in a restaurant to learn how to cook.*  *2. Experienced high school graduate with strong time management skills, looking for a full-time job with an IT company.*  *3. Received high scores on university entrance exam Organized a math club and helped other students improve their grades* |

**2. Speaking – 10 mins**

a. Objectives: To help Ss talk about your best characteristics and skills, your current education level, and related experience.

b. Content: tasks a, and b

c. Expected outcomes: Ss can complete the table with the information they discussed.

d. Organization:

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| --- | --- |
| **Teacher’s activities** | **Students’ activities** |
| **Task a:** **You're going to write a résumé for a job you're applying for. In pairs: Talk about your best characteristics and skills, your current education level, what type of role/schedule you're looking for, your most impressive educational accomplishments, and related experience.**  - Demonstrate the activity by practicing with a student. - Divide the class into pairs. - Ask pairs to talk about their best characteristics and skills, their current education level, what type of role they’re looking for, their most impressive educational accomplishments, and related experience.  - Have some students share their ideas with the class. | - Work in pairs  - Share the information |
| **Task b: Complete the table with the information you discussed in Task a.**  - Ask students to choose their five best skills and characteristics, their current education level, their education accomplishments, and related experience.  - Have students complete the table.  - Have some students share their ideas with the class. | - Work in pairs and complete the table  - Share the ideas with the class. |

**3. Useful Language – 10 mins**

a. Objectives: To help Ss choose the action verbs used in the resume

b. Content: tasks a, and b.

c. Expected outcomes: Ss can write the resume with the action verbs in the useful language box

d. Organization:

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| --- | --- |
| **Teacher’s activities** | **Students’ activities** |
| **Task a:** **Read the Useful Language box and the résumé in the Reading again. Which of the following action verbs were used? Circle the verbs in the box below.**  - Have students read the Useful Language box and the résumé in Reading again.  - Have students circle the verbs that were used.  - Check answers as a whole class | ***Answer Keys:***  *handled; opearated; managed; developed; increased* |
| **Task b:** **Match the verbs with their purposes. Write a letter (A–D) on the line**   * Have students read the purposes. * Have students match the verbs with their purposes and write a letter on each line. * Check answers as a whole class. | ***Answer Keys:***  *1. B; 2. C; 3. A; 4. D* |

**4. Let’s write – 10 mins**

a. Objectives: To help Ss write the resume

b. Content: Let’s write

c. Expected outcomes: Ss can write the resume.

d. Organization:

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| --- | --- |
| **Teacher’s activities** | **Students’ activities** |
| **Task:** **Now, write your résumé. Fill in the form on page p. 123 File 2 . Use the Writing Skill box, the reading model, and your speaking notes to help you. Write 180–200 words.**  - Draw Ss’ attention to the Feedback form.  - Have students read and fill out the form of resume.  - Remind Ss to use the Writing Skill box, the reading model and speaking notes to write.  - Check answers as a whole class  - Have some students read their résumés in front of the class. | ***Answer Keys:***  *Nguyễn Minh Khang High School Student*  *Tel: 079 123 4567 ----*  *Email: khangnguyen2006@jmail.com PROFILE Hardworking high school student with excellent organizational and time management skills, looking to find a full-time job with a technology company*  *EDUCATION Lê Hiến Tông High School, Ho Chi Minh City, Vietnam 2019 – present Highlights:*  *• Achieved excellent grades in all subjects last year and was top of class in IT and English*  *• Played on the soccer team, gaining teamwork skills*  *• Contributed to helping younger students learn IT and English*  *• Joined a volunteer group with other students to help clean up parks in our neighborhood EXPERIENCE Service Assistant – convenience store, Ho Chi Minh City 2021 – present Responsibilities and Achievements:*  *• Promoted to Service Assistant after working for two months*  *• Awarded employee of the month three times for excellent customer service*  *• Managed payments by operating cash registers*  *• Cleaned store and organized products*  *• Helped customers by finding products for them Lê Hiến Tông School IT Club 2020 – 2021 Responsibilities and Achievements:*  *• Taught younger students IT skills after school*  *• Created fun projects to promote the club*  *• Learned how to communicate in a clear and easy-to-understand way when teaching*  *• Developed problem-solving skills by finding ways to make lessons more interesting ADDITIONAL INFORMATION*  *Languages: Vietnamese, English (fluent* |

**C. Consolidation and homework assignments – 5 mins**

**-** Practice writing the resume with the action verbs

- Do Writing exercises in the workbook on page 25.

- Prepare the next lesson: Unit 5 Lesson 1.1 – Vocabulary and Listening, pages 50 & 51

**5. Reflection**

a. What I liked most about this lesson today:

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b. What I learned from this lesson today:

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c. What I should improve for this lesson next time:

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