



Sample Lesson Plan EL Civics

Module Objective

Showing Responsibility at Work

- Being on Time
- Doing Your Best
- Taking Care of Problems

Class

- ESL Intermediate

Materials

- **BurlingtonEnglish** Career Exploration & Soft Skills Intermediate: Module 4, Lesson 3

Lesson Objective

- Students will be able to describe a **responsible worker**.

Warm-up (10 minutes)

1. Have students write sentences stating what time they came to school.
2. Ask students to share their sentences with three other classmates.
3. Elicit answers from students about the time that they arrived at school.

Introduction (5 minutes)

Fired/Promoted

1. Introduce vocabulary words *fire* and *promote* in the context of a work environment.
(*fire* and *promote* have multiple meanings.)
2. Elicit ideas from students as to why some employees are fired while others get promoted.
3. Create a T-chart on the board showing the responses.

Presentation (30 minutes)

Open BurlingtonEnglish - Career Exploration & Soft Skills Intermediate: ICL Module 4, Lesson 3, Screen 2

1. Play the recorded Introduction. Students will read along and listen to the story about an employee who demonstrates responsibility and integrity at work.
2. Ask students to copy the comprehension questions from the ICL into their notebooks.
3. Pair up students to discuss the questions and to write their answers.
4. Ask for four volunteers to write the answers on the board for the other students to see and to discuss.
5. Click and show the answers from the ICL lesson on the board.



Practice (60 minutes)

ICL Find Out 1 - Screen 1

▪ **Step 1: Play the audio of Showing Responsibility at Work**

Optional: Teacher turns off the projector.

Replay the audio for students.

1. Divide the class into three groups.
2. Assign each group a separate section of the text (i.e. Group 1: Being on Time, Group 2: Doing Your Best, Group 3: Taking Care of Problems).
3. Have each group write the text for their corresponding section in their notebooks.
Optional: Teacher zooms in on each section and invites students to take a picture on their phone.
4. Ask each group to collaborate and make a T-chart to illustrate examples of responsible or irresponsible workers based on the assigned text.

Example: Group 1: Being on Time

Being on Time: Being responsible means workers come to work on time and complete their tasks on schedule. They don't make excuses.	
Irresponsible Worker	Responsible Worker
Comes to work late (tardy)	Comes to work on time
Doesn't complete tasks on time	Completes tasks on schedule
Makes excuses	Doesn't make excuses

▪ **Step 2: Jigsaw Activity (Putting It All Together)**

1. Divide the class into smaller groups. Every group must include one representative from each of the three topic areas from the prior activity.
2. Ask the students to share the information they discussed in Step 1 and create a complete T-Chart including the qualities of responsible and irresponsible workers for each of the three sections of the text.
3. Draw a T-chart on the whiteboard (or have a flip chart available). Complete the chart with the students to demonstrate behaviors of irresponsible and responsible workers.
4. Return to the ICL screen and complete the questions in the ICL (screens one and two).

Evaluation / Assessment (25 minutes)

Optional ideas to allow students to demonstrate learning through reading, writing, and speaking.

- Students write five descriptive sentences to illustrate what makes a responsible worker.
- Students create a short role play of a boss speaking with an employee in a short "performance review".
- Students share a personal experience demonstrating one or more of the behaviors learned from the lesson.
- Students create a short presentation describing the three main qualities of responsible and irresponsible workers to share with class.