

2. When is it appropriate to take a message?

Preview from Notesale.co.uk
Page 7 of 17

<u>Stage Name</u>	<u>Stage Aim</u>	<u>Time</u>	<u>Interaction Pattern</u>	<u>Teacher's procedure</u>	<u>Students will...</u>
Warmer	To allow the students to transition into English and to prepare them for the lesson topic.	5 minutes	T-S S-S	T will ask learners to sit in circle and will initiate the game called "Broken Telephone". T will whisper a sentence to the learner on his/her left-hand side. That learner then carries on with the trend.	Whisper the sentence to the person sitting on their left-hand side. That learner then repeats what he/she heard to the person on his/her left-hand side until it returns to the learner who started. The learner then says out loud what he heard and confirms if it is correct.
Presentation	The teacher will present meaning by teaching the actual meaning of the words. T will teach Form by showing how it can be used in messages and	20 minutes	T-S S-T	Firstly, T will display Infographics to the class which will display the common phrases associated with leaving a voice mail or with taking a message. I will read out the phrases and open the floor to any questions the students may have. This will serve as a lead-in for the lesson	Students will follow along with the teacher as T presents the target language. Students ask questions when they don't understand or need more information.

Phrase 5: Hold on

Meaning – to wait / hold on a minute

Form – Phrasal verb of hold.

Similar – wait a minute or just a moment.

Pronunciation - /həʊld/ (hold) /ɒn/ (on)

Phrase 6: Could / Can / May / Would

Meaning (see example)

Examples:

Could I speak to you, please?

Can I take a message?

Would next Wednesday be okay?

May I be so blunt as to ask if it will be okay if I get back to you tomorrow?

Form: Auxiliary verbs

Pronunciation: /kʊd/ (could) /kæn/ (can) /meɪ/ (may) /wʊd/ (would)

Phrase 7: Thank you

Meaning: polite expression used when acknowledging a gift, service, compliment or accepting something OR used as a polite expression in a telephone conversation

Pronunciation: /θæŋk/ (thank) /ju:/ (you)

Phrase 8: Get through to

Meaning: the person you want to talk to

Form: phrasal verb of get

Pronunciation: /θru:/ (through)

Phrase 9: Please

Meaning: cause to feel happy/ satisfied OR used as a way to be polite in a telephone conversation

Form: Verb

Pronunciation - /pli:z/ (please)