

PRESS 3b Progress Lesson - Final

Part 1: Challenge

Task: Use the information to describe:

- 1) What you've done this month, how many times you've done it, and why you did it.
- 2) What you have already done today and what you haven't done yet.

Time: 5 minutes (including feedback)

Action	Times	Purpose
- Go to shops	3	buy milk
- Take English class	4	improve my English
- Visited my parents	2	check on them

Today: **finished** = have breakfast / write report

not finished = do homework / meet Simon

Part 2: Interview

Task: Ask your partner at least 7 questions on one of the topics below:

Time: 5 minutes (including feedback)



The post office



Banking



A movie they saw

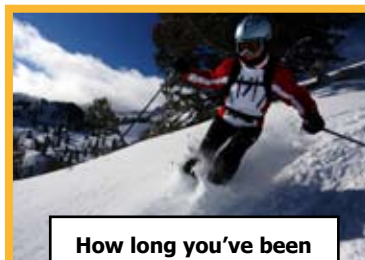
Part 3: Speech

Task: Talk for at least 1 minute on one of the topics below:

Time: 5 minutes (including feedback)



Your responsibilities,
skills & qualifications



How long you've been
doing certain things



How to use a device

Part 4: Listening

Task: Listen to your teacher read the passage below, then retell the story as accurately as possible.

Time: 5 minutes



I have just finished work, and wow! What a bad day. First, even though I left early for lunch, when I got to the lunch room all the good stuff was gone. Also, I spent all night preparing so that I'd be able to give the clients a great presentation. However, I lost my laptop on the way to work and I was unable to do the presentation. My boss told me that he was very disappointed.

I've been a manager for five years and I've been working at this company for over ten years and I've never made a mistake like this. I'm so embarrassed.

My manager should really like my next presentation, though, because I'm going to make it really fun and interactive. Also, my boss has been on edge a lot recently. I wonder why he's so stressed.

Part 5: Role-play

Task: Role-play the situation below:

Time: 5 minutes

Partner 1: (Co-worker) You want to talk to Simon. You are having some problems at work. There are three good candidates for a position, but you don't know who to promote. You'd like some advice. Also the staff Xmas party is next week and you forgot to invite Simon. Call and talk to Simon.

Partner 2: (Secretary) You are Simon's secretary. Simon is busy. Take a message.

Partner 2: (Simon) You are Simon. Your secretary has just given you a message. Call your co-worker back, give him some advice then schedule a meeting to discuss the problems.

