

## English Lesson Plan for Post High school learners from Italy Working in the Maritime Field

### Overview

- **Target Group:** Post High school learners from Italy
- **Duration:** 2 hours per day
- **Focus:** Conversational English, Compositional English, Interview Preparation, Official Conversations
- **Context:** Students are in an English-speaking context, where English is the official language of instruction and communication.

### Weekly Schedule

- **Monday:** Conversational English
  - **Tuesday:** Compositional English
  - **Wednesday:** Maritime-Specific Vocabulary and Situations
  - **Thursday:** Interview Preparation
  - **Friday:** Official Conversations and Review
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### Week 1

#### Monday: Conversational English

**Objective:** Introduce basic conversational skills for everyday interactions.

- a. Ask students to brainstorm vocabulary words or phrases they already use in English at work.
  - b. Introduce key vocabulary and phrases relevant to workplace conversations using a PowerPoint presentation.
1. **Warm-up (10 mins):** Introductions and ice-breaker questions.
  2. **Lesson (40 mins):**
    - Common greetings and farewells.
    - Small talk topics: weather, hobbies, family.
  3. **Practice (30 mins):**
    - Role-playing common scenarios (e.g., meeting new people, ordering food).
    - Model correct pronunciation and usage of the new vocabulary through guided repetition.
    - Conduct role-playing exercises where students practice using new vocabulary in pairs, simulating workplace scenarios (e.g., greeting a colleague, discussing a project)
  4. **Review and Homework (10 mins):**
    - Review key phrases.
    - Homework: Write a short paragraph about their day in English.

**Activity:** Vocabulary Quiz

**Description:** Conduct a quiz that assesses students' understanding of the vocabulary learned throughout

the lesson. The quiz will include matching words to definitions, fill-in-the-blank sentences, and example usage.

**Teacher's Role:** Review quiz results, provide individual feedback, and discuss common areas of difficulty to reinforce learning goals.

## Tuesday: Compositional English

**Objective:** By the end of this lesson, students will be able to effectively compose professional emails and other workplace documents, demonstrating an understanding of structure, tone, and clarity.

- **Activity 1:** Present a slide show outlining key components of effective workplace emails (subject line, greeting, body, closing).
- **Activity 2:** Distribute a handout detailing email etiquette and common pitfalls to avoid.
- **Activity 3:** Analyze a well-structured email as a class, highlighting its components.

1. **Warm-up (10 mins):** Review of previous day's homework.
2. **Lesson (40 mins):**
  - Offer a checklist for composing emails, which students can refer to during practice.
  - Discuss different tones appropriate for various workplace situations (e.g., formal vs. informal).
  - Share examples of templates for different types of workplace communications (e.g., request, apology, follow-up).
3. **Practice (30 mins):**
  - Write a short email to a co-worker.
  - Peer review and feedback.
4. **Review and Homework (10 mins):**
  - Review key points.
  - Homework: Write a short email introducing themselves to their supervisor.

## Wednesday: Maritime-Specific Vocabulary and Situations

- **Description:** Begin the lesson with a maritime-themed word association activity. Provide students with a list of maritime-related images (e.g., ships, ports, navigational tools). Ask students to brainstorm and list any English vocabulary words they associate with the images.
- **Objectives:**
  - Activate prior knowledge about maritime language.
  - Encourage curiosity about maritime terminology.

Set the stage for further exploration of maritime language

**Warm-up (10 mins):** Discuss previous experiences at sea (if any).

1. **Lesson (40 mins):**
  - Key maritime vocabulary (e.g., parts of a ship, roles on board).
  - Common phrases used on board.
2. **Practice (30 mins):**
  - Role-playing maritime-specific scenarios (e.g., giving and following instructions).

3. **Review and Homework (10 mins):**

- Review key vocabulary.
- Homework: Write a short report on a typical day at sea.

**Thursday: Interview Preparation**

- **Objective:** Clearly outline the objectives of the lesson.
- Example: "Today, we will learn how to write an impactful application letter and prepare for both in-person and virtual interviews."

- **Activity 1:** Provide a mini-lecture on the structure of an application letter, highlighting key components (introduction, body, conclusion).
- **Activity 2:** Discuss common interview questions and techniques for answering them effectively.
- **Activity 3:** Show examples of both good and poorly written application letters.

1. **Warm-up (10 mins):** Discuss experiences with interviews (if any).
2. **Lesson (40 mins):**
  - Common interview questions and how to answer them.
  - Body language and etiquette.
  - Distribute a handout with tips for writing application letters and preparing for interviews.
  - Review best practices for virtual interviews, such as technical setup and body language.
3. **Practice (30 mins):**

**Activity 1:** Have students draft an outline of their application letter based on a job description provided.

**Activity 2:** Pair students for a mock interview session—one as the interviewer and one as the candidate, using a list of common interview questions.

4. **Review and Homework (10 mins):**

**Activity 1:** After the mock interviews, allow students to provide constructive feedback to each other.

**Activity 2:** Offer specific feedback on the application letter outlines, highlighting strengths and areas for improvement.

**Assess Learning (5 minutes)**

- **Activity 1:** Administer a short quiz that includes multiple-choice and short-answer questions related to the application letter structure and interview techniques.
- **Activity 2:** Ask students to submit their application letter outlines for assessment.

## Friday: Official Conversations and Review

**Objective:** Conduct official conversations with confidence and clarity.

- **Activity 1:** Introduce a framework or model for structuring an official conversation (e.g., the PREP method: Point, Reason, Example, Point).
- **Activity 2:** Provide examples of effective phrases and language that can be used in official conversations.

1. **Warm-up (10 mins):** Review of the week's lessons.
  2. **Lesson (40 mins):**
    - Language for formal conversations (e.g., addressing superiors, formal requests).
    - Meeting etiquette and protocol.
  3. **Practice (30 mins):**
    - Role-playing formal scenarios (e.g., reporting issues, requesting leave).
  4. **Review and Homework (10 mins):**
    - Review key points.
    - Homework: Write a formal request for a day off.
  5. **Assess Learning (5 minutes)**
    - Activity 1: Conduct a quick reflective writing exercise where students jot down what they learned about official conversations and how they plan to implement it.
    - Activity 2: Administer a brief exit ticket with 2-3 questions regarding key concepts discussed during the lesson.
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## Week 2

### Monday: Conversational English

**Objective:** Enhance fluency and confidence in everyday conversations.

1. **Warm-up (10 mins):** Share weekend experiences.
2. **Lesson (40 mins):**
  - Conversational connectors (e.g., "by the way," "anyway").
  - Expanding small talk topics (e.g., news, sports).
3. **Practice (30 mins):**
  - Role-playing extended conversations.
4. **Review and Homework (10 mins):**
  - Review key phrases.
  - Homework: Engage in a 10-minute conversation with a native speaker and note down key points.

### Tuesday: Compositional English

**Objective:** Improve writing clarity and coherence.

1. **Warm-up (10 mins):** Review homework and discuss challenges.
2. **Lesson (40 mins):**
  - Paragraph structure and coherence.
  - Writing reports and summaries.
3. **Practice (30 mins):**
  - Write a short report summarizing a maritime incident.
  - Peer review and feedback.
4. **Review and Homework (10 mins):**
  - Review key points.
  - Homework: Write a summary of a news article related to maritime.

### **Wednesday: Maritime-Specific Vocabulary and Situations**

**Objective:** Deepen understanding of maritime communication.

1. **Warm-up (10 mins):** Review key vocabulary from last week.
2. **Lesson (40 mins):**
  - Advanced maritime terminology.
  - Communication protocols on board.
3. **Practice (30 mins):**
  - Role-playing emergency scenarios (e.g., man overboard, fire drill).
4. **Review and Homework (10 mins):**
  - Review key vocabulary.
  - Homework: Write a report on emergency protocols on board.

### **Thursday: Interview Preparation**

**Objective:** Master advanced interview techniques.

1. **Warm-up (10 mins):** Discuss experiences from mock interviews.
2. **Lesson (40 mins):**
  - Handling difficult questions.
  - Discussing strengths and weaknesses.
3. **Practice (30 mins):**
  - Mock interviews with advanced questions.
  - Peer feedback.
4. **Review and Homework (10 mins):**
  - Review key points.
  - Homework: Refine answers to previous interview questions.

### **Friday: Official Conversations and Review**

**Objective:** Perfect formal communication skills.

1. **Warm-up (10 mins):** Review of the week's lessons.
2. **Lesson (40 mins):**
  - Writing and responding to formal letters and emails.

- Negotiation and conflict resolution language.
  - 3. **Practice (30 mins):**
    - Role-playing negotiation scenarios.
  - 4. **Review and Homework (10 mins):**
    - Review key points.
    - Homework: Write a formal letter addressing a workplace issue.
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### **Additional Notes**

- **Materials Needed:** Notebooks, pens, printed handouts, access to email for practice, textbooks, PowerPoint presentations.
- **Assessment:** Weekly quizzes, peer reviews, teacher feedback.
- **Engagement:** Encourage students to practice English outside of class by interacting with native speakers, watching English movies, and reading English books/articles.