

WORKPLACE ESSENTIALS

GREETINGS AND GOODBYES

Proficiency Level: Intermediate

Lesson Length: 90 minutes

Vocabulary and Expressions: A variety of ways to say hello and goodbye

Language/Culture Point: Formal vs. informal ways to greet and say goodbye

Objective: Students will be able to greet others and say goodbye in a variety of different ways.

Materials: 1) Student pages, 2) Sentence strips (1 set per pair of students and 1 additional set for instructor), 3) Signal cards, 4) Student-generated greetings and goodbyes from Lesson 1, 5) Ball

STEP 1: ACTIVATE BACKGROUND KNOWLEDGE

Time Frame	Materials	Teaching Strategies
10 minutes	- Student pages	- Brainstorming

TEACHING ACTIVITY

- 1. Direct students to the pictures in their books with two people talking and the other with two people saying goodbye.
- 2. Say, "Tell me about these pictures."
- 3. Have students brainstorm a list of ways to say hello and goodbye and write their responses on the board.
- 4. Direct students to take notes in their books.

STEP 2: MINI PRESENTATION WITH PROMPT

Time Frame	Materials	Teaching Strategies
10 minutes	- Student pages	- Dialogue - Think Aloud

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TEACHING ACTIVITY

- Using the pictures in the student book, tell a story about what the two sets of people may be talking about. There will be two stories. One story will be about an employee talking to a boss or coworker, the other will be about two friends. Refer to the preparation notes above.
- 2. Focus on how they say hello and goodbye.
- 3. Repeat as necessary.

STEP 3: DISCUSSION AND COMPREHENSION CHECK

Time Frame	Materials	Teaching Strategies
10 minutes	- Signal cards	- T/F

TEACHING ACTIVITY

- Mark one side of the room in red for "false", the middle of the room in yellow for "don't know," and the other side of the room in green for "true." Use your own signal cards or large pieces of construction paper for this.
- 2. Have the students stand in the middle of the room and make T/F statements about the two stories.
- 3. The students will move to one side of the room, or stay in the middle, to indicate their response.

STEP 4: HIGHLIGHT LESSON FOCUS AND MODEL TASK

Time Frame	Materials	Teaching Strategies
10 minutes	- Sentence strips	- Sentence Strips - Think Aloud

TEACHING ACTIVITY

1. Tell the students that today you are going to practice different ways of saying hello and goodbye.



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- 2. Create sets of sentence strips using the dialogues found in the activity packet. Using the sentence strips, create a dialogue for one set of people in the pictures from step two.
- 3. Think aloud about how you decide which greeting and which goodbye to use.
- 4. Ask the students if they think the conversation is good, or if they want to make any changes.
- 5. Have an advanced student read the completed dialogue with you.

STEP 5: GUIDED PRACTICE

Time Frame	Materials	Teaching Strategies
10 minutes	- Sentence strips	- Sentence Strips

TEACHING ACTIVITY

- 1. Next, begin to create a dialogue for the other set of people in the pictures from step two.
- 2. Choose an incorrect greeting (for example, "What's up?" for coworkers) and ask the students if this is correct.
- 3. Prompt students to choose a correct greeting from the list they created in their books during step one.
- 4. Pass out the remaining sentence strips and have the students tape them on the board to create a dialogue.
- 5. Have an advanced student read the dialogue with you.

STEP 6: PAIR OR SMALL GROUP WORK

Time Frame	Materials	Teaching Strategies
20 minutes	- Sentence strips	- Sentence Strips



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TEACHING ACTIVITY

- 1. Put students in pairs and give each pair an envelope of sentence strips.
- 2. Students will work together to create four conversations.
- 3. When finished, the pairs will practice each conversation.
- 4. Then, each pair will present one conversation to the class.

STEP 7: HIGHLIGHT HOW ENGLISH WORKS

Time Frame	Materials	Teaching Strategies
10 minutes	- Student-generated greetings and goodbyes from Lesson 1	- Graphic Organizer

TEACHING ACTIVITY

- For this step, you will be using a list of student-generated phrases from Lesson 1. On the board, write two columns, one that says "Formal" and the other "Informal." 2. Next, write down the words/phrases from Lesson 1.
- 3. Explain to students that, while there are many ways to say hello and goodbye, we use different ones with our coworkers than with our friends.
- 4. Have the students tell you which greeting and goodbye goes in each column, and write them in the correct column on the board.
- 5. Have students take notes in their books.

STEP 8: QUICK CHECK AND REVIEW

Time Frame	Materials	Teaching Strategies
10 minutes	- Ball	- Game: Toss the Ball

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ENGLISH UNIT

TEACHING ACTIVITY

- 1. Have students stand in a circle.
- 2. Toss the ball to one student and say hello using one of the greetings from class.
- 3. The student will say goodbye in one of the ways used in class and toss the ball to another student.
- 4. Continue so that each student has an opportunity to say hello and goodbye multiple times.