

WORKPLACE ESSENTIALS

DAYS AND MONTHS

Proficiency Level: Intermediate

Lesson Length: 90 minutes

Vocabulary and Expressions: Days of the week and months of the year

Language/Culture Point: special holidays and anniversaries

Objective: Students will be able to identify and discuss the months of the year and days of the week.

Materials: 1) 12-month calendars (several copies), 2) Scavenger hunt

Preparation: Lesson six contains a scavenger hunt for important dates. The scavenger hunt is included in the students' books. This lesson requires the instructor to add dates to the scavenger hunt that are important to businesses where students work or want to work. For example, Valentine's Day for a restaurant or a big event in the city for a hotel. The instructor should ensure that these dates are represented on the students' calendars.

STEP 1: ACTIVATE BACKGROUND KNOWLEDGE

Time Frame	Materials	Teaching Strategies
10 minutes	- 12- month calendars	- Authentic Materials, Brainstorming

TEACHING ACTIVITY

- 1. Put several 12-month calendars on the students' tables for them to look at as they come in.
- 2. Ask the students if they know what this is. What kind of information does it have?
- 3. Ask students to find the current date.

STEP 2: MINI-PRESENTATION WITH PROMPT

Time Frame	Materials	Teaching Strategies
10 minutes	- 12-month calendars	- Materials



WORKPLACE ESSENTIALS

DAYS AND MONTHS

TEACHING ACTIVITY

- Using one of the calendars, tell the students about certain things that happen and on which month and day. Point to the month and day as you say each one. For example: New Year's Day is in January. This year it is on Tuesday. Independence Day is in July. This year it is on Thursday. I started my job on May 1. This year it is on Wednesday.
 - My birthday is in November. This year it is on Saturday.
 - School starts on August 27. This year it is on Tuesday.

STEP 3: COMPREHENSION CHECK

Time Frame	Materials	Teaching Strategies
10 minutes	- 12-month calendars	- Line Up

TEACHING ACTIVITY

- 1. Have students find their birthdays on the calendar. Ask one student, "When is your birthday?" Accept any answer that includes the day or month.
- 2. Have students line up by their birthday month.
- 3. Then have each student tell their birthday, including the month and day of the week this year.
- 4. Ask the students if they work on their birthday. For more advanced students, ask what they will do on their birthday.

STEP 4: HIGHLIGHT LESSON FOCUS AND MODEL TASK

Time Frame	Materials	Teaching Strategies
10 minutes	- Student pages, scavenger hunt, calendars	- Authentic Materials, Think Aloud

TEACHING ACTIVITY

1. Tell students, "We are going to practice using the days of the week and the months of the year to talk about important holidays in the US and other dates that are important to you."



DAYS

- DAYS AND MONTHS
- 2. Pretend you are an employee. Tell the students that your boss gave you a list of important holidays, and you need to find out when they are. Choose one and model how to find it for the current year. For example, "My boss told me the business is closed on Christmas. When is Christmas? I need to find it on the calendar. Oh, I see! It's in December. This year it is on Sunday."
- 3. Direct the students to the scavenger hunt in their books and model filling in the scavenger hunt page with the correct month and day for the holiday.
- 4. Then model telling your boss about a holiday that is important to you/the students. "I need to tell my boss that I want to have the day off on my anniversary of coming to the US There is going to be a big party with all my friends. Let's see, what day is that? I came on July 20. This year it is on a Friday."

STEP 5: ACTIVATE BACKGROUND KNOWLEDGE AND REVIEW

Time Frame	Materials	Teaching Strategies
10 minutes	- Calendars, Scavenger Hunt	- Authentic Materials, Scavenger Hunt

TEACHING ACTIVITY

- 1. Approach a strong student. Tell them that your boss gave you a list of important holidays, but you don't know when they are. Ask the student for help.
- 2. Work with the student to find the month and day of the holiday and write the information on the scavenger hunt.
- 3. Prompt the student to tell you about a holiday that is important to him or her. Then ask when it is and help the student find it on the calendar.

STEP 6: SMALL GROUP WORK

Time Frame	Materials	Teaching Strategies
20 minutes	- Calendars, Scavenger Hunt	- Authentic Materials, Scavenger Hunt



DAYS AND MONTHS

TEACHING ACTIVITY

- 1. Put students in pairs. Each student will have a scavenger hunt page and will share a calendar.
- 2. Students will work together to find the month and day for all the holidays on the scavenger hunt.
- 3. Students may have different answers for some of the items. This should prompt discussion among the students about different cultural holidays and why they are

STEP 7: HIGHLIGHT HOW ENGLISH WORKS

Time Frame	Materials	Teaching Strategies
10 minutes	- List of federal holidays	

TEACHING ACTIVITY

1. Put up a list of US federal holidays (see below), as well as local holidays, school holidays, or days that are important to the business and/or students. Note that some dates change each year so be sure to check dates for the current year. This list will also be found in the student pages.

- New Year's Day January 1
- Memorial Day last Monday in May
- Independence Day July 4
- Labor Day first Monday in September
- Thanksgiving Day fourth Thursday in November
- Christmas Day December 25
- Include any school holidays for which class will be canceled.
- 2. Explain that these are important days in the US. Some people do not have to work on these days, and some people do. Go through the holidays by asking students what they know about each of them and/or giving a short description of each one.
- 3. Ask the students if they work on these days.



WORKPLACE ESSENTIALS

DAYS AND MONTHS

STEP 8: QUICK CHECK AND REVIEW

Time Frame	Materials	Teaching Strategies
10 minutes		- Think-Pair-Share

TEACHING ACTIVITY

- 1. Direct the students to the final question in their books, which says, "What is your favorite holiday? Why? Do you work on those days?"
- 2. Give students a few minutes to think and write their answers in their books.
- 3. Then, students will share with a partner.
- 4. Students will then share with the class.