

CALLING IN SICK

Lesson Length: 1.25 hours

Vocabulary & Expressions: Reasons for missing work/school (e.g. the flu, a vet appointment, a car accident, a sick child)

Language/Culture Point: Cultural norms related to acceptable/unacceptable reasons for missing work/school

Objective: Students will be able to call in sick to work/school.

Materials: Computer, projector, PPT Presentation: Calling in Sick, red/green/yellow Signal Cards, real/toy cell phones, Scenario Cards: Calling in Sick



STEP 1: ACTIVATE BACKGROUND KNOWLEDGE

Time Frame	Materials	Teaching Strategies
5 minutes		

TEACHING ACTIVITY

1. Ask students, "Have you ever called in sick to work? Have your kids ever been too sick to go to school?" Ask students to share their stories.
2. Ask follow up questions, such as, "What did you say? What did your supervisor say? What did the school say?"

STEP 2: MINI-PRESENTATION WITH PROMPT

Time Frame	Materials	Teaching Strategies
10 minutes	<ul style="list-style-type: none"> - Computer and Projector - PPT Presentation: Calling in Sick  - Alternative: printed slides/ photographs/pictures 	<ul style="list-style-type: none"> - Teaching with PowerPoint - Using Pictures - Predicting


TEACHING ACTIVITY

1. Go through the slide presentation about calling in sick to work and school.

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2. Pause at times and have students predict what the supervisor will say. For example, the students could predict whether or not a supervisor will let an employee take the day off work because of a headache.

STEP 3: DISCUSSION AND COMPREHENSION CHECK

Time Frame	Materials	Teaching Strategies
5 minutes	<ul style="list-style-type: none"> - Computer and Projector - PPT Presentation: Calling in Sick  - Alternative: printed slides/ photographs/pictures - Red, green, and yellow Signal Cards 	<ul style="list-style-type: none"> - Teaching with PowerPoint - Using Pictures - True/False Quiz - Signal Cards

TEACHING ACTIVITY

1. Do a True/False activity with the students using Signal Cards. Ask questions about each person in the presentation and have students respond with True/False/I don't know.

STEP 4: HIGHLIGHT LESSON FOCUS AND MODEL TASK

Time Frame	Materials	Teaching Strategies
15 minutes	- Real/toy cell phones	- Authentic Materials

TEACHING ACTIVITY

1. Tell students, "Sometimes you might feel too sick to go to work, or someone in your family might be too sick to go to work or school. Today we are going to practice calling in sick."
2. Highlight that calling in sick has 4 parts:
 - a. A greeting:
Hello, this is __.
 - b. An apology for calling in sick:
I'm sorry, I can't come in to work today.
I'm sorry, my daughter can't come to school today.

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- c. The reason for calling in:
 I have the flu with a fever and chills.
 He has a bad cold and I'm afraid it may be contagious.
 She has a stomachache and is too sick to leave home.
- d. When you will return to work:
 I will be at work tomorrow.
 I'm hoping to come back tomorrow if I feel better, but I'll call if I can't.
 My daughter will be at school tomorrow.
3. Take out a cell phone and say, "My child is very young. He has the flu. I cannot get a babysitter. What do I do?"
4. Model how to call in to work following the 4-step process.
5. Model the call a second time and outline a sample dialogue on the board as you go.
 For example:
 A (worker): (greeting)
 B (supervisor): Hi, __.
 A: (apology)
 B: Oh, that's too bad.
 A: (reason)
 B: I hope (you/he/she) feel(s) better.
 A: (when you will return to work)
 B: Okay, see you then. Thank you for calling.

STEP 5: GUIDED PRACTICE

Time Frame	Materials	Teaching Strategies
10 minutes	- Real/toy cell phones	- Authentic Materials - Role Play

TEACHING ACTIVITY

1. Ask for a volunteer to come up and practice Role Playing with you. You will be the supervisor and they will be the employee.
2. Continue Role Playing with 2-3 more students.
3. As you Role Play the supervisor, rotate between acting understanding/sympathetic and acting stressed or unwilling to let the employee miss work.

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- As students become comfortable with the dialogue, take yourself out of the Role Play and let two students play the parts.

STEP 6: PAIR OR SMALL GROUP WORK

Time Frame	Materials	Teaching Strategies
15 minutes	<ul style="list-style-type: none"> - Real/toy cell phones - Scenario Cards: Calling in Sick 	<ul style="list-style-type: none"> - Authentic Materials - Role Play

TEACHING ACTIVITY

- Create Scenario Cards for calling in sick to work and school.
- Have students get in pairs take turns Role Playing the supervisor and employee until they have gone through all of the scenarios.

STEP 7: HIGHLIGHT HOW ENGLISH WORKS

Time Frame	Materials	Teaching Strategies
10 minutes		<ul style="list-style-type: none"> - Graphic Organizers

TEACHING ACTIVITY

- Talk about the culture of working in the United States and contrast this with other countries, particularly those your students are from. Highlight the expectation that, in the United States, someone must be pretty ill to not go to work while in other countries, a headache is reason enough to miss work.
- Create a chart on the board with the names of the countries representing your students down the left side and common reasons for calling in sick across the top.
- Go through each reason with the class and check off whether it's an acceptable excuse in each country. If students are all from the same country, do some research ahead of time into expected behavior in other countries and use those as examples.



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STEP 8: QUICK CHECK AND REVIEW

Time Frame	Materials	Teaching Strategies
5 minutes	- Red, green, and yellow Signal Cards	- Signal Cards

TEACHING ACTIVITY

1. Dramatize different ways of calling in sick and have the students decide if the call was acceptable or not. Ask the students if the call had the right tone, if it was too short, or if the excuse was an acceptable one or not. Students should indicate Acceptable/Not acceptable/I'm not sure using their Signal Cards.

