

# LESSON PLAN 1

**Lesson:** Professional skills mastery

**Topic:** Find an internship abroad

**Class:** B2 level students

**Subject:** Writing a personalised Resume (CV)

## Approach used:

- Learner-centered approach
- Action-based approach

## Objective

- Identify and understand the essential sections of a CV (e.g., personal information, education, work experience, skills, etc.).

## Timing:

1 Hour to 1 Hour 20 minutes

## Material used:

- Genially True/false
- Genially Multiple choice
- H5P interactive video
- ReadWriteThink's Resume Generator
- Resume worded

## CEFR:

Develop practical language skills in listening, speaking, writing, and reading, specifically tailored to the context of crafting an effective curriculum vitae.

## Targeted Skills:

- **Vocabulary Building:** Focus on CV-related terms to enrich language proficiency.
- **Writing Skills:** Practice action verbs and incorporate active voice for dynamic CV creation.
- **Listening Comprehension:** Develop skills in understanding spoken information in the context of CV writing.

## Planned Activities / Timing

### Preparation: 5 mns

In the preparation phase, students engage in a **True or False** activity to set the stage for the CV writing lesson. The activity involves presenting statements related to CV writing, and students must determine the accuracy of each statement.

This serves as a diagnostic tool to gauge their existing knowledge and introduce key concepts. Through this interactive exercise, students become cognizant of the lesson's focus areas, creating a foundation for subsequent learning.

### Presentaion: 20 mns

#### Presentation Overview:

- CV types, action verbs, and active/passive voice covered.
- Detailed explanations for understanding.

#### CV Types:

- Explanation of types, purposes, and structures.

#### Activity 1: Image Selection

- Match CV types with descriptions visually.

#### Action Verbs and Active Voice:

- Explanation of using action verbs and voice.

#### Activity 2: Multiple Choice

- Choose correct active form for passive sentences.

#### Objective:

- Visual aids and activities for comprehension and engagement.

### Practice: 25 mns

#### Practice Phase Overview:

- Utilize interactive video with diverse activities.
- Reinforce CV writing skills through engagement.

#### Multiple Choice:

- Various interactive multiple-choice questions.

#### Drag and Drop:

- Activity involves arranging CV sections through drag and drop.

#### Mark the word:

- Identify errors in a CV text by marking the problematic words.

#### Objective:

- Enhance CV writing skills through interactive video activities.

### Production: 20 mns

#### Final Task:

In the production phase, students independently create their CVs using an online CV generator. Guided by the lesson's language and formatting principles, they input personal and professional details.

## Objectives:

By the end of this session, students will be able to:

- Identify essential CV sections: personal information, education, work experience, skills, etc.
- Analyze sample CVs to identify common elements and structures.
- Enhance language proficiency with CV-related vocabulary and practice using action verbs and active voice for highlighting achievements and skills.

## Assessment for Learning Strategies

- Instant assessment: the student has direct access to the correction after each qactivity. and after having finished writing their ICV, the student can be corrected by submitting their work to a dedicated site

# LESSON PLAN 2

**Lesson:** professional skills mastery

**Topic:** find an internship abroad

**Class:** B2 level students

**Subject:** Writing a personalised cover letter

## Approach used:

- Action based approach
- Learner-centered approach

## Timing:

1 hour to 1h15

## Material used:

- H5P interactive video
- Fillout quizz
- Genially quizz
- Resume worded

## CECRL:

The ability to write letters highlighting the personal significance of events and experiences.

## Targeted Skills:

- Professional skills vocabulary
- Grammar tenses (present, present perfect, past simple)
- Writing a letter
- Listening comprehension

## Planned Activities - timings

### Preparation: 10min

The H5P video will achieve the following for students:

1. Provide an introduction to the subject matter.
2. Familiarize them with the fundamental steps of crafting a cover letter.
3. Demonstrate helpful tips to follow and pitfalls to avoid in the process.

### Presentation: 15min

In the grammar section, the objectives are:

1. Introduce a range of tenses that students can utilize when writing their letters and discussing their experiences.
2. Provide various examples illustrating the usage of different tenses.
3. Enable students to apply their comprehension through a quiz, putting their understanding into practice.

### Practice: 7min

Drag and drop activity and word matching.

Enhance proficiency by practicing and obtaining pertinent and professional vocabulary before the final task.

### Production: 30min

Final task:  
Students should be able to write a personalized cover letter that aligns with the students' field of study and resonates with the specific company they are applying to.

## Objectives:

By the end of this session, students will be able to:

- Write a personalized cover letter for their internship.
- Master relevant and professional vocabulary.
- Use appropriate tenses to write a cover letter.
- Highlight their skills for the recruiters.
- Acknowledge the different tips to stand out.

## Assessment for Learning Strategies

- Instant assessment:  
the student has direct access to the correction after each quiz question. and after having finished writing their letter, the student can be corrected by submitting their work to a dedicated site

# LESSON PLAN 3

**Lesson:** Professional skills mastery

**Topic:** Find an internship abroad

**Class:** B2 level students

**Subject:** Preparing for an internship interview.

## Approach used:

- Learner-centered approach
- Action-based approach

## Objective

- prepare for internship interviews by offering practical activities and tips

## Timing:

One hour

## Material used:

- Genially reordering answers/Quiz
- Thinglink
- H5P Interactive video
- H5P true or false, drag and drop, branching scenario, multiple choice, free text question.

## CEFR:

- Develop listening, speaking and interaction skills: to be able to understand information, initiate and maintain a conversation on familiar topics and ask questions.

## Targeted Skills:

- Enhancing confidence for internship interviews conducted in English
- Expressing ideas clearly and succinctly.
- Responding articulately to common interview questions
- Understand the concept of professional attire and dressing professionally for interviews.

## Planned Activities - timings

### Preparation: 5 mns

- In the preparation phase, the student will engage in warm-up activities, including Genially multiple-choice and reordering exercises.
- These activities serve to familiarize the students with the interview process, allowing them to identify their motivations, target companies, and key points for each interview.
- Complementing these activities, we provide tips and tricks to aid the student in effectively preparing for the upcoming interviews.

### Presentaion: 5 mns

- In the presentation phase, students engage with an interactive H5P video encompassing true or false, multiple-choice, and free-answer activities. This video serves to underscore the significance of a professional attire during an interview. It not only tests their comprehension but also reinforces the crucial aspect of projecting a positive image in a professional setting.
- Additionally, students will partake in a drag-and-drop activity aiding in stress management. This activity empowers students to engage in positive self-talk, enhancing their ability to manage stress effectively

### Practice: 20 mns

- An interactive video featuring an interviewer and interviewee posing common questions. Multiple-choice and fill-in-the-gaps activities are provided to give the student the opportunity to contemplate and formulate optimal responses. Additionally.
- Branching scenario using H5P to choose the most appropriate answers. Depending on their responses, the scenario determines whether the activity proceeds or concludes. This interactive approach enhances the ability to engage with interview scenarios and refine their responses

### Production: 30 mns

Final task:

- In the production phase, students will utilize the interview practice website for simulated interviews, they will be adept at conducting simulated interviews and leveraging instant feedback to refine and improve their interview skills.

## Objectives:

By the end of this sequence, the student will be able to:

- Engage in Active Listening
- Communicate Effectively
- Answer Interview Questions Confidently
- Adapt Language Proficiency to Interview Context
- Present Professional Image
- Utilize Practical Interview Strategies and Incorporate Feedback for Improvement

## Assessment for Learning Strategies:

- Instant assessment:

The student has immediate access to corrections following each activity. Upon completing the final task, they can utilize a website equipped with artificial intelligence for an interview simulation, receiving prompt feedback right after the simulation.

# LESSON PLAN 4

**Lesson:** Professional skills mastery

**Topic:** Find an internship abroad

**Class:** B2 level students

**Subject:** Navigating through the airport process

## Approach used:

- Learner-centered approach
- Action-based approach

## Assessment

instant assesment and direct access to the correction after each activity.

## Timing:

20 minutes

## Material used:

- Fillout quizz
- H5P drag and drop
- H5Pinteractive video
- Thinglink
- Genially

## CEFR:

At this level, a learner must be able to manage effectively and cope in most situations encountered while traveling.

## Targeted Skills:

- Listening Skills
- Vocabulary Expansion
- Reading Comprehension:
- Problem-Solving Abilities

## Planned Activities - timings

### Preparation: 5 mns

**Drag and drop activity:** rearranging airport steps:

Preparing students for real-life travel scenarios by familiarizing them with the typical sequence of actions at an airpor

### Presentaion: 7 mns

**Interactive video** to help students delve into the subject matter

introduce a variety of elements that can be found in an airport

### Practice: 8 mns

Visual (image-based) and auditory (audio-based) content comprehension quizz.

Expose learners to authentic language spoken in a natural context

Aid in the understanding of important information conveyed in announcements, such as boarding gates, flight status, security procedures,

### Production:

#### Final Task:

as a final task the student should prepare his or her own departure. the task will not be assessed but rather to succed the task in real life situation

## Objectives:

By the end of this session, students will be able to:

- Understanding announcements, directions, and information provided over the airport's public address system can enhance listening skills.
- Learning new words and phrases related to travel, security, boarding procedures, and airport facilities.
- Reading signs, flight schedules, boarding passes, and information boards contributes to better comprehension skills.
- Dealing with unexpected situations, such as flight delays or gate changes, can develop adaptability and problem-solving skills, particularly in a foreign language or unfamiliar environment.
- Ability to move through the airport autonomously