

How to make a useful teaching plan

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Lesson plan

1. Warm up (5 minutes)
2. pre-assessment—google form (5 minutes)
3. Whole group instruction/Focus on lessons, speaking, listening and reading (PPT, quizlet, reading), background knowledge —15-20 minutes
4. Small group practice/Pairs practice—15 minutes
5. Independent Practice: speaking, writing, grammar practice writing process.—20 minutes
6. Topic discussion—5 minutes
7. Evaluate Understanding/Assessment---kahoot— 10 minutes
8. Post-assessment--end of unit—google form—5 minutes

Materials needed

1. Instructions PPT

2. Work Sheet

3. Quizlet.com(vocabulary)

4. Kahoot.it(vocabulary)

5. Google form(pre-assessment/survey/post-assessment)

6. Google docs(typing/work sheet)

7. Flash card

全美外语教学学会（ACTEL）的标准 5Cs

Communication 信息交流

Culture 文化认知

Comparison 多元比较

Connections 融会贯通

Communities 社区实用

4cs

Communication 沟通

Collaboration 合作

Creativity 创造

Critical Thinking 分析与思考

Level 1 job 工作

1 学习各种不同工作的中文词汇。

2 学习该如何介绍家人的工作。

我爸爸是一位。。。 我妈妈是一位。。。 我的爷爷是一位。。。

我的奶奶是一位。。。 我的哥哥是一位。。。 我是一位。。。

3 需习如何问别人的工作？ 你做什么工作？ 你在什么地方工作？

4 学习如何介绍工作场所。

Subject+ working place+ job

例句：我爸爸在苹果电脑公司当电脑工程师。

我的妈妈在医院当护士。

5 Pairs conversation(Q & A)

6 Class discussion 1 可不可以问别人的收入？ 2.What is a good employee?

Level 2 job 工作

1 Expanding your job vocabulary

学习更多工作的中文词汇

2 Introduce personal working experiences and jobs(past and present tense)

介绍自己的工作经验(过去和现在)

3 What is your dream job and why? (in future tense)

你以后想做什么工作? 为什么?

4 What are the most popular jobs in America?

现在美国什么工作最流行?

5 What are the most popular jobs in China?

现在中国什么工作最流行?

Class discussion: What is main reason you choose your job? (interest, income, stable, easy to find job....)

Level 3 job

1 介绍美国和中国最热门的行业和工作。

Introduce the most popular occupation and jobs in China and America?

2 高中生适合的工作机会。(job openings for high school students)

3 工作对高中生的好处和坏处。[The Advantages and Disadvantages for High School Students' Working]

4. 怎样使一个好员工。What is a good employee?

5 美国和中国不同的职业道德。Work ethics(China VS America)

6 学生要写一篇短文，关于他个人未来的发展和理想工作。

The students will express in a well organized essay their ideas of what their personal and professional future will be like using all grammar learned (present, past, future)

Job-Chinese 3 ideal job 理想的工作

Page 1

The first page must be about a real job in China

1. company name

2. position

3. annual pay

4. Level of education needed and why

5. Related skills and why

6. How you will prepare or what you have done to apply this job

7. Image that relates to this job.

page 2

Write a cover letter to the CEO or director of this company

1. Introduce yourself

2. Tell them what you have done and prepared for this job

3. Highlight your interest in the job

4. Describe why you are the best candidate, why you should be hired, why you will be a good fit for the company.

* The company may be false but the cover letter should be professional and just like a real cover letter. You may get extra brownie points for selecting the actual company from the Spanish-speaking-world.

Page 3 resume

姓名 name

教育程度 education level(middle school, high school and college)

主修major

专业证照professional licenses

专业技能(professional skills)

工作经验 working experiences(year and positions has to be clear)

语言language

个性personality

地址address(that can be English)

电子邮箱 e-mail 电话 telephone

Level 4 job interview—role play

分组工作应聘

- 1 中文学校校长----应聘中文教师
- 2 中国餐馆老板----应聘服务员
- 3 中国工艺品店---应聘销售员
- 4 麦当劳店长---应聘服务员

自行设计题目，并决定聘用人员及解释聘用理由。

Level 4 job interview

You will answer the following questions in complete, detailed Chinese sentences.

1. Tell me about yourself. 介绍一下你自己
2. Describe a situation in your life that solved a problem successfully. 请告诉我们在生活中，你如何成功的解决问题
3. What does the company earn if you are hired instead of another candidate? 为什么这家公司要雇用你?
4. Do you consider yourself more as a leader or a follower? 形容你自己是领导者还是跟随者?
5. What is the most important decision you have made in your life? 你做过什么重要的决定?
6. What position would you like to occupy in five years time? And in ten? 在五年内，你希望经历什么职位?
7. What interests you in your free time? 你有什么兴趣嗜好?
8. How do you describe yourself? 你如何形容你自己?

9. What are your weaknesses or strengths? 你有什么长处和短处?
10. What has contributed most to your professional success so far? 你做了些什么提升你的专业能力?
11. What situations make you nervous or upset? 什么环境会让你紧张或是失望?
12. Do you consider yourself to be very optimistic or rather pessimistic? 你认为你自己是乐观还是悲观?
13. Do people easily trust you? Why? 人们容易信任你吗? 为什么?
14. In social gatherings, do you prefer to direct the conversation or just listen? 在团体中, 你喜欢引导话题还是聆听?
15. If a teacher, friend or partner has to tell you how you are, how do you think you would answer me? 如何为你的老师, 朋友或是伙伴形容你, 你想他们会说什么?
16. What are your goals in the long run? 你的长期目标是什么?

18. Why do you want this job? 为什么你要这份工作?
19. How did you get your first job? 你如何得到你第一份工作?
20. What did you enjoy in your previous job? 你的前一份工作中, 你最喜欢什么?
21. What did you like least about your previous occupation? 你的前一份工作中, 你最不喜欢什么?
22. What were your reasons for leaving your previous company? 为什么你离开你的前一份工作?
23. How do you describe your former boss? 你如何形容你以前的老板?
24. What is your opinion of your former boss? 你觉得你以前的老板如何?
25. What kind of bosses do you prefer to work with? 你喜欢和怎么样的老板工作?

26. How long have you been looking for a new job? 你花多长时间找一份新工作?

27. What type of job are you looking for? 你在寻找什么性质的工作?

28. Do you prefer to work alone or as a team? 你喜欢自己工作还是和团体工作?

29. What professions would you like to do and why? 你喜欢做什么工作? 为什么?

30. Will you settle for being in this position for the rest of your life? 你会在这个工作领域代很长时间吗?

31. Why do you think we should hire you? 为什么我们应该雇用你?

32. What characteristics of your personality and experience do you think are helpful to our company?

你的个性和经验对我们公司有什么帮助?

33. What impression do you think I got from you in this interview? 从这次面试, 你认为公司对您有什么印象?

学生作品

My room

<https://youtu.be/4nQwByG24F0>

Weather report

<https://youtu.be/HvBTH67GOUA>

Final Project

<https://www.youtube.com/watch?v=0zkqVceZol8&feature=youtu.be>

<https://www.youtube.com/watch?feature=youtu.be&v=8qNy6lrxJRU&app=desktop>

<https://www.youtube.com/watch?v=fTkTuqJHbJg&feature=youtu.be>