

LESSON PLAN 2

Name of Instructor: Nyla Uzma Khizer

Title: Paragraph Structure of Observation Section and Writing Suggestions and Conclusion Section of Report

Audience: Students of Intermediate: Part1

LEVEL: Intermediate to Advance

Total class time: 50 minutes

LEARNING OBJECTIVES:

Students will able

- To understand how to write coherent paragraphs according to a given pattern
- To know about how to give relevant and practical suggestions according to diagram
- To practice how to sum up ideas for conclusion part
- To do an online Google presentation
- To identify the focused and targeted feedback given by teacher

LEARNING OUTCOMES:

Students will able

1. To write paragraphs appropriately
2. To know how to sum up ideas in concise and precise way
3. To improve their digital skill while writing on Google presentation
4. To recognize teacher's feedback as defining learning goals

PROCEDURE:

a. PREPARATION:

Teacher will

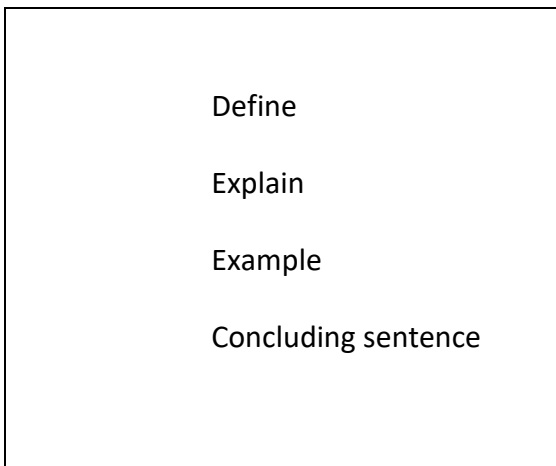
- Divide the class in group of 4 students and ask to reread the reports.

- Ask them to focus more on the structure of paragraphs in observation section of report while reading.
- Discuss about the coherent writing of paragraphs.
- Discuss about the components required to bring coherence in ideas while writing paragraphs.
- Talk about suggestion part of report
- Discuss about conclusion and subscription part of report

b. PRESENTATION:

Teacher will

- Brainstorm the main idea to be discussed in introduction section on which the observation part is based.
- Ask to pinpoint 3 supporting ideas to main idea because observation section of a report includes three paragraphs with three ideas
- Tell them that for coherence of paragraphs, students need to follow the pattern
- Structure of paragraph must look like



- Tell them how to write suggestion part of report which includes solution of issues discussed in observation part of report. They will be told how to write thoughtful and practical suggestions because the purpose of report is to recommend a course of action. It could look like

SUGGESTIONS:

1.

- 2.
- 3.
- 4.

- Tell them how to conclude the report in which they sum up the main topics and avoid introducing any new point, create the feeling of closing discussion by giving a summarizing comment or looking to future in general terms. Conclusion could look like this

CONCLUSION

SIGNED BY
x.y.z

c. PRACTICE

Students will do work in pair

- They are asked to read the paragraphs of reports from the text book: **To The Point: Grammar & Composition by Prof. Aftab Ahmed** and match the structure of paragraph as per instructions of teacher and discuss with peer.
- A worksheet (Appendix) is distributed among the pair of students. They are asked to arrange sentences of paragraphs according to the diagram given in Presentation part.

FOLLOW UP

Students will click the link

https://docs.google.com/presentation/d/1Km_98nZ7oUvmyBV1e3ZZE0ySkrrtl-RMChk1Tz6HlzY/edit?pli=1#slide=id.g5b7b0940f4_0_9 / and share their work with teacher by hitting the button “Share” on top of the right side of document.

ASSESSMENT

Oral and written feedback is given when they submit worksheets

REFERENCES

- Aftab Ahmed (2019) To The Point: English Grammar & Composition
- <https://www.utas.edu.au/accounting-communication-matters/writing-an-essay-or-report/starting-to-write/paragraph-structure>

APPENDIX

Rearrange the supporting sentences in paragraph according to given structure of writing paragraphs in the diagram.

REPORT ON INFLATION AND ITS EFFECT

Paragraph 1:

This year, the prices of electricity and petrol have been increased to 35%. This has imbalanced everything.

Firstly, the process of rising prices goes on in our country unchecked. No one in government takes responsibility to control it.

The increase of rates in the energy sector has shaken the very foundation of society.

Paragraph 1: Rearrangement

Paragraph 2:

More than 5 billions of people in our country are living below the line of poverty. The number is daily increasing.

The rates of grocery and food items like oil, meat, vegetables and pulses have gone out of reach of common man.

Secondly, the daily provisions of life gain momentum in their prices when the prices of petrol and electricity are increased.

Paragraph 3

Thirdly, people who cannot afford to live even a simple life are tempted to earn livelihood by unfair means.

Poverty drives them to beg, borrow and steal.

Shopkeepers and businessmen become cruel and resort to hoarding and black marketing.

LESSON PLAN 3

Name of Instructor: Nyla Uzma Khizer

Title: **Phrases and verbs commonly used in Report**

Audience: Students of Intermediate Part1

LEVEL: Advance

Total Class Time: 50 minutes

LEARNING OBJECTIVES

- To know about the phrases and verbs commonly used in construction of Report
- To support students to create an independent report
- To understand more about the use of phrases by doing online activity
- To recognize the evaluation criteria by using online rubric

LEARNING OUTCOMES

Students will be able

1. To recognize the linguistic features used in construction of report writing
2. To create independent report on any given topic
3. To judge their own work through rubric

PROCEDURE

a. PREPARATION:

Teacher will

- discuss about the use of reporting verb
- discuss about the phrases commonly used in report writing
- prepare them to create report

b. PRESENTATION

Teacher will

- Tell them the use of reporting verbs how to integrate the ideas. A list of commonly used reporting verbs is provided to learn by heart.

States
Claims
Describes
Shows
Maintains
Suggests
Highlights
Defines

- Tell students the use of linguistic features associated with genre and to building up knowledge about the use of modal verbs (can, could, may, might and should, must)
- Tell them the adjustment of adverbs (first of all, secondly, possibly, probably)
- Tell them the use of conjunctions (therefore, moreover, however)
- Introduce a list of phrases to be used in the most important part of report , which is as follows:

- | |
|--|
| <ul style="list-style-type: none">• There are several reasons for this. Firstly, ...Secondly....Thirdly• Other causes played a part. Firstly, Secondly, Thirdly• A key factor was... ('key' means 'important')• This is due to ...• This is a reflection of...• As a result, ...• Consequently, ...• This meant that... |
|--|

c. PRACTICE

Students will work individually

- Teacher will ask to underline all reporting verbs and modal verbs and conjunctions on the reports to know the appropriate function and usage of verbs and do an activity.(Appendix)
- Each student will construct an independent report and submit it to the teacher for evaluation

FOLLOW UP

Students will click on the link <https://ant.umn.edu/tzxwgitbrt/annotate> and respond online to the questions asked by the teacher.

ASSESSMENT

They will be given marks out of 15 as per instruction of Lahore Board but their work will be judged on the basis of online rubric. The link for report evaluation criteria <https://www.quickrubric.com/r#/qr/uzma/report-rubric/copy> is shared with students which they will click to see the grading criteria for assignment.

REFERNCES

- Aftab Ahmed (2019) To The Point: English Grammar & Composition
- <https://www.utas.edu.au/accounting-communication-matters/writing-an-essay-or-report/starting-to-write/reporting-verbs>

APPENDIX

Choose the correct word suggested on the right to complete the sentence:

1: it is ____ that drug abuse is a widespread phenomenon. (Stated, claimed, suggested)

2: It is ____ that drug users are serious threat to society as they are the cause mass crimes in society. (Claimed, described, defined)

3: This report ____ the causes and effects of drug menace along with suggestions. (Outline, address, list)