

## UNIT 3: WORKING TOGETHER

### LESSON 1: THE BEST WAY TO COMMUNICATE

#### Lesson aims:

- Use informal and semi-formal language to communicate
- Make arrangements to meet
- Understand format of an email

#### Lead-in

1. *How do you communicate with people in your life e.g. friends, family, professors, Secretary of Studies, etc.?*

- |                                |                |
|--------------------------------|----------------|
| • WhatsApp chat / text message | • video call   |
| • voice message                | • email        |
| • telephone call               | • social media |
| • U-Cursos forum               | • face-to-face |

*I like ..... when (I talk to) ....., because .....*

#### Reading

1. *Put the text messages (A-H) in logical order to make a text message conversation. Each **color** represents a different person in the chat.*

**A) Sure, how about this evening at 8pm on WhatsApp?**

**B) Good idea, but I can't at 8pm. What about 9pm?**

**C) I'm fine with that.**

**D) Hey, let's meet up soon to organize the project. We can meet on Zoom or a group video call. What'd ya think?**

**E) Great! See you then**

**F) me too**

**G) I'll probably be a few minutes late, but see you later.**

**H) C U**

1		2		3		4		5		6		7		8	
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2. *What is the purpose of this text message conversation?*

.....

3. *What words / phrases are used to...*

- *make a suggestion?* .....
- *agree?* .....
- *say goodbye?* .....

## Listening

\*Listening track from: <https://learnenglish.britishcouncil.org/>

1. *Listen to the students talk during the WhatsApp video call. What is the purpose of their meeting?*

.....

2. *Listen again and decide if the statements are true or false.*

	TRUE	FALSE
a. They want to start the project soon.		
b. The first meeting will be for two hours.		
c. Mornings before ten are good for everyone.		
d. Everyone is free at four.		
e. They're going to have the meeting in the library.		
f. Robert will leave before 5 pm.		

3. *Language. Match the phrases that mean the same.*

- |                               |                              |
|-------------------------------|------------------------------|
| 1. I can do 4.                | a. I'm not free at 4.        |
| 2. I can't do 4.              | b. I'm free at 4.            |
| 3. I can always do 4.         | c. We're going to meet at 4. |
| 4. We all agree to meet at 4. | d. I'm free everyday at 4.   |

## Speaking

1. You have an assignment to work on a project in groups. Work **in groups** of 3 or 4 students. Create a **dialogue** to decide when to have your first meeting. Use the dialogue from the listening as a model. Then practice saying the dialogue with your partner.

## Reading

1. Read the emails and answer the questions.

a) Why is Cara writing to her professor?

.....

b) Are the emails formal, semi-formal, or informal? Why?

.....

.....

<p><b>From:</b> cstone@uchile.cl <b>To:</b> fovervold@uchile.cl <b>Subject:</b> Meeting on Thursday</p> <p><i>Dear Dr Overvold,</i></p> <p><i>I am writing to arrange a meeting to talk with you about our group project. We would like to meet with you to talk about our progress.</i></p> <p><i>I understand that you have office hours from 3pm to 6pm on Thursdays. Could we meet at 4pm? Also, we are not able to go to your office, so I was wondering if it would be possible to meet at that time online using Zoom.</i></p> <p><i>I look forward to hearing from you soon.</i></p> <p><i>Kind regards,</i></p> <p><i>Cara</i></p>	<p><b>From:</b> fovervold@uchile.cl <b>To:</b> cstone@uchile.cl <b>Subject:</b> Meeting on Thursday</p> <p><i>Dear Cara,</i></p> <p><i>I'm glad that your group has started on the project.</i></p> <p><i>I would be happy to meet with you on Zoom at 4pm on Thursday. I will send a link a few minutes before the meeting.</i></p> <p><i>See you on Thursday.</i></p> <p><i>Regards,</i></p> <p><i>Francis</i></p>
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## Language

1. Look at the emails again and answer these questions. What words / phrases are used to...

- start the email? .....
- finish the email? .....
- make a request? .....
- agree to the request? .....

## Final Lesson Task

1. Write a real email to your English teacher using U-Cursos. Choose one of the following purposes below:

- Arrange a meeting to talk about an assignment.
- Explain why you missed a class.
- Ask a question about an activity done in class.

### Exit Ticket

*Can you do these things?*

	I can use appropriate language to communicate ideas in correspondence.	1	
	I can make arrangements to meet.	2	
	I can understand the format of an email.	3	
		4	
		5	

### My Top 5 Words from this lesson:

### Homework: Self-study

[90 minutes per week]

1. **Extra practice** (online): A message to say you're late.



<https://learnenglish.britishcouncil.org/skills/writing/a1-writing/message-say-youre-late>

2. **Extra practice** (online): An email explaining a problem

<https://learnenglish.britishcouncil.org/skills/writing/a2-writing/email-explaining-problem>

## Transcripts

### LISTENING – TRANSCRIPT

**Cara:** So, for our group project, do you want to start this week?

**Selim:** Yeah, I want to start early so we have enough time.

**Robert:** Me too, but I've got a big maths project too.

**Cara:** How about we meet first to plan what we're going to do? Just for an hour.

**Robert:** Good idea, Cara.

**Cara:** When are you free?

**Robert:** I can always do mornings before 10.

**Cara:** Robert ... Uh ...

**Selim:** I'm sleeping before 10!

**Robert:** OK! OK, so when are you two free?

**Cara:** Wednesdays are good for me. But not very early, please!

**Selim:** I can't do the mornings on Wednesdays but I have 3 till 5 free.

**Robert:** I can do 4 o'clock, just before my maths class.

**Cara:** Great, 4 then. Where shall we meet?

**Selim:** The library?

**Robert:** I don't know. The library isn't a good place for a planning meeting as we can't talk in there.

**Cara:** How about the university café? It's near the library. We can talk in there. And eat cake.

**Selim:** Cake is good.

**Robert:** OK, so Wednesday at the café. I need to leave at ten to five to go to my maths class.

**Cara:** No problem. Planning will take less than an hour.

**Selim:** OK! See you Wednesday for cake.

**Robert and Cara:** See you, Selim!