Title: Office Skills Lesson Plan

Learning Objectives: Quick-write a persuasive paragraph, read and develop persuasive arguments, study business oriented vocabulary

Resources: **Office Skills Warm-up, Warm-Up Answer Key, Worksheet, Puzzle, Puzzle Answer Key,** and **Game**

Skill/Grammar:	Writing/ Vocabulary	**Proficiency Level:**	Advanced/ Adult
Preparation Time:	10 minutes	**Completion Time:**	50 -75 minutes

Warm-Up – 10-15 minutes

See Office Skills Warm-Up for argument topics.

- In this activity, students are asked to write a 5 minute persuasive paragraph after choosing a topic.
- An alternate activity is given for students who might prefer to simply take notes during those 5 minutes. After taking notes, could then use their notes to write a paragraph more slowly or use the notes to try orally to persuade their peers to their point of view.
- If needed, read the following topics and paragraphs as examples before the students write.

  Example A persuasive topic: *Everyone should lean computer skills before they enter the job market.*

  Example A 5 minute paragraph: *Good computer skills are essential to succeed in business because most work and research is done electronically. Therefore, a person must be proficient in word process and how to use the Internet to be time efficient and up to date.*

  Example B persuasive topic: *Everyone should save for retirement.*

  Example B 5 minute paragraph: *You should start to save for retirement from the first job you get. If you start saving early in life, you can retire and be financially self-sufficient and not rely on a small government pension, which may not be enough to cover all your financial needs.*

  This Warm-up will get the students in the mindset to write the longer memo based on the reading in the worksheet.

Author: Mark Bonin

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Presentation - 10 - 15 minutes

See the Office Skills Worksheet.

- The worksheet is a reading for the writing assignment that follows. Distribute the worksheet, have students read silently, and then answer any questions regarding the vocabulary.

Practice - 10 - 15 minutes

- Guide students to write a memo explaining the pros and cons of the two options for the company of Bell & Bell regarding a proposed move of their offices.
- In addition to discussing the pros and cons, the students should make a recommendation as to a course of action at the end of the memo.
- Give students 15 minutes to write the memo.
- Collect the memos and review and return them to the students with corrections in a future class.
- If time allows, have the class discuss what they wrote and their recommendations.

- **Alternative activity:** If you want to make this a speaking lesson instead of a writing lesson, then break the students into pairs and give them 15 minutes to work up a brief presentation that they will give in front of the class.

Wrap-Up- 20-30 minutes

See Office Skills Crossword Puzzle .

- The answers/vocabulary in this puzzle are from the reading. Students can work alone or in pairs to complete it.

See Office Skills Crossword Puzzle Answer Key .

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Answers

ACROSS

2. **BOOMING**—Slang term for when things are going well in business
4. **CAPACITY**—The maximum amount or number that can be contained or held
8. **AMENITIES**—Conveniences or comforts such as banks, restaurants and shops
9. **UNDERDEVELOPED**—Opposite of overdeveloped

DOWN

1. **RENOVATE**—Synonym for remodel
3. **LEASE**—A rental contract
5. **ANNUAL**—another word for yearly
6. **RUNDOWN**—Synonym for shabby, worn-out, faded
7. **OFFSITE**—Word for when you work outside the office

See Office Skills Game "Confuse Your Colleagues"

- Look at the **Game** for instructions.
- Some preparation of game materials using a printer/photocopier and scissors is required by the instructor.

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