Lesson 32 — Writing: A report

Writing: A report
Laser B1+ SB pp. 38–39 — Writing: A report (Writing database p. 151): ex.1 topshiriq (hisobot kimga va nima haqida?), ex.2 T/F (hisobot qoidalari), ex.3 Working model — Hannah Davies'ning hisoboti qismlarini tartiblash (A–D), ex.4 namunaga ko'ra gaplarni to'ldirish, ex.5 ikkinchi topshiriq (boshqa kasb haqida hisobot), ex.6 qisqa javoblar (ma'lumot to'plash), ex.7 reja (Writing Planner 4 p. 156), ex.8 Now write! (120–180 so'z, rasmiy uslub, aniq tavsiya), ex.9 Check it out!, Look Back (5 savol); rejadagi cw: «Practise»

Class	Grade 10
Lesson type	Skills
Aim	By the end of the lesson students can recognise the layout of a formal report (To / From / Subject, headed paragraphs, a conclusion with a recommendation), use about 35 report phrases and plan and start their own report about a career (120–180 words).
Materials	Vocabulary sheet (29 items), match-halves worksheet, slides, flashcards with audio (sozlar.com/vocab) — handed out AFTER ex.3–4 are checked; Laser B1+ SB pp. 38–39, Writing database p. 151, Writing Planner 4 p. 156.
New items	29 words and phrases

Learning outcomes

• say who the report is to and what the subject is (ex. 1, 5)

• decide if six statements about reports are true or false (ex. 2)

• put the four parts of a model report in order and complete six sentences about it (ex. 3–4)

• plan a report with four headed paragraphs and write the first two (ex. 6–8)

Stage by stage (45 minutes)

Min	Stage	Teacher	Students
3	**Lead-in**	Ask: Have you ever spent a day at someone's workplace? Which job would you like to see from the inside? Vocabulary sheet stays closed.	Answer in pairs, then tell the class.
5	**Book p.38 ex.1–2 (test)**	Book tasks slide: students read the task, say who the report is to and do the six T/F statements alone.	Read, answer ex.1, decide T or F.
8	**Book p.38–39 ex.3–4**	Students order Hannah's report (A–D) and complete the six sentences of ex.4 alone, then compare in pairs.	Order the parts and complete ex.4.
7	**Check and teach**	Answer key slide; then card sections A–C with audio and the focus slide (the four headed paragraphs); hand out the vocabulary sheet now.	Check, correct and underline the useful phrases.
6	**Plan the report (ex.5–7)**	Ready to write! slide: pairs ask and answer the ex.6 questions, then plan four headed paragraphs (Writing Planner 4).	Choose a career, collect facts, plan the headings.
8	**Now write! (ex.8)**	Students write To / From / Subject, INTRODUCTION and DAILY ROUTINE in class; monitor for formal language.	Write the first two paragraphs (finish at home).
3	**Check it out! (ex.9)**	Pairs swap notebooks and tick the ex.9 list for each other.	Peer-check the start, the headings and the language.
3	**Matching halves**	Hand out the match-halves worksheet (groups A and B).	Match the halves and read the sentences aloud.

Min	Stage	Teacher	Students
2	**Wrap-up and homework**	Memory check slide (which heading?); set homework.	Name the paragraph; write down the homework.

If you are running late (skip in this order)

Bu bosqichlar darsning maqsadiga ta'sir qilmaydi — vaqt yetmasa, shu tartibda tashlab keting.

1. «Model answer — a report on a career» — uyda audio bilan o'qish (~4 daq.).
2. Look Back savollari p. 39 (~3 daq.).
3. Urg'u slaydi (~2 daq.).

Questions to ask

• Who do you write a report to, and how does it start?

• Why does each paragraph have a heading?

• Where do you give your opinion and recommendation?

• Which is more formal: I'd rather or I would rather?

Anticipated problems and solutions

• 'Dear Mrs Edwards, … Love, Hannah' — a report starts with To / From / Subject and has no greeting or signature.

• 'I wanna be a vet!!!' — formal style: I would like to be a vet.

• One long paragraph — use short headed paragraphs: INTRODUCTION, DAILY ROUTINE, …, CONCLUSION.

• No recommendation — the conclusion must say clearly if the job is suitable and why.

• 'She observed me to solve' — observe somebody doing something: I observed her solving problems.

Fast finishers / weaker students

Fast finishers add a fifth paragraph (TRAINING AND QUALIFICATIONS) and use three report words from the cards and three linking phrases from the phrase list; weaker students get a frame with the four headings and the first words of every paragraph.

Homework

• Write a report about jobs for young people in your town (120–150 words) — rejadagi vazifa; use To / From / Subject and four headed paragraphs.

• Learn the 29 items with the flashcards: sozlar.com/vocab/cards/?set=grade10-lesson32

• Finish the report about the career you planned in class (ex.8) and tick the ex.9 list.

Reading text — Model answer — a report on a career

To: Mrs Karimova

From: Sardor Aliyev

Subject: A career as a paramedic

INTRODUCTION

To learn about careers, we were each asked to find out about a different job. I spoke to my uncle Bobur, who works as a paramedic, and I also **searched online**.

DAILY ROUTINE

On most days, my uncle starts work at seven o'clock. He drives to people who need help and gives them **first aid** until they reach hospital. Some days are quiet, but most are very busy.

SALARY AND JOB SATISFACTION

Paramedics do not receive a very high salary, but they can earn more by doing **night shifts**. As well as a **regular income**, my uncle gets a lot of job satisfaction because he **saves lives**.

CONCLUSION

Being a paramedic would be an appropriate **career choice** for me. Firstly, I want to help people. Secondly, I stay calm in difficult situations. Overall, I would **recommend** this career to anyone who is brave and caring.

Reading questions — answer key

1. To Mrs Karimova, the teacher; the subject is a career as a paramedic.; 2. From his uncle Bobur, who is a paramedic, and online.; 3. He drives to people who need help and gives them first aid until they reach hospital.; 4. By doing night shifts.; 5. It would be a good career for him; he recommends it to anyone who is brave and caring.

Book task — answer key

Ex.1: the report is to the teacher (Mrs Edwards); subject — the job you learned about during your day at work with a member of your family.

Ex.2: 1 T · 2 F (the conclusion gives your opinion / recommendation) · 3 F (formal) · 4 T · 5 T · 6 F (your name is at the top: From …).

Ex.3: 1 C · 2 B · 3 D · 4 A.

Ex.4: 1 learn about · 2 accountant · 3 the office (working on her computer) · 4 meetings · 5 financial problems / money · 6 vet.

Look Back (p. 39): 1 an application form · 2 the government · 3 laziness · 4 a careers officer · 5 climber.

Word list (quick reference)

a report — hisobot

the main features — asosiy xususiyatlar

be suitable for — …ga mos bo‘lmoq

present information — ma’lumot taqdim etmoq (bayon qilmoq)

a heading — sarlavha

a summary — qisqacha mazmun

a suggestion — taklif

an introduction — kirish (qismi)

a recommendation — tavsiya

recommend — tavsiya qilmoq

a reason — sabab

a conclusion — xulosa (qismi)

spend a day at work — ishda bir kun o‘tkazmoq

a daily routine — kun tartibi

arrive at the office — ishxonaga (ofisga) kelmoq

have meetings — uchrashuvlar (majlislar) o‘tkazmoq

observe — kuzatmoq

solve problems — muammolarni hal qilmoq

financial — moliyaviy

manage money — pulni to‘g‘ri boshqarmoq (sarflamoq)

a career choice — kasb tanlovi

work with animals — hayvonlar bilan ishlamoq

change your plans — rejalarni o‘zgartirmoq

search online — internetdan qidirmoq

suit — mos kelmoq, to‘g‘ri kelmoq

first aid — birinchi tibbiy yordam

a night shift — tungi smena

save lives — odamlarning hayotini saqlab qolmoq

a regular income — doimiy daromad