

LESSON PLAN

English Literature X: Chapter one_Business Form
6 X 45 minutes

Learning objectives:

- Students are able to:
- differentiate the social function of one business form from others
 - find out some information in business forms
 - make a business form



Sources:

<https://hedwigbooks.com/2020/08/05/english-literature-2-x/>
<https://hedwigbooks.com/2018/07/07/tenses/>
<https://www.youtube.com/watch?v=EXTXkBewtrc>
<https://www.youtube.com/watch?v=jQkTyQebP4&t=16s>

Tools: Gmeet, G-classroom, Jamboard, Kahoot, online stopwatch, youtube.

Assessment:

<https://hedwigbooks.com/grammar-exercises/>
Reading, Writing, Listening and Speaking test

Activities

First Meeting: 2 x 45 minutes

Teacher

1. greets the students, leads the prayer and tells what to be learnt.
2. asks the students to open the worksheet and gets the students' knowledge about business forms by giving questions from Before Learning part
3. asks them to find a business form and put it on Jamboard and with them discuss those forms
4. with the students discuss the form found in Activity One; the information, vocabularies and sentence structure
5. wraps the lesson up by giving few questions,
6. asks them to continue doing another exercise as homework, then ends the meeting

Second Meeting: 2 x 45 minutes

Teacher

1. greets the students, and leads the prayer
2. with the students discuss the homework
3. asks them to learn Simple Present and Present Continuous from the given videos to support them to understand and write a text
4. discusses what they have learnt while doing exercises from Activity Two and Three
5. reviews what has been learnt, and reminds them about the assessment at the following meeting, then ends the meeting

Third Meeting: 2 x 45 minutes

Teacher

1. greets the students, and leads the prayer
2. assesses their ability in reading, and writing on business forms
3. assesses their ability in listening and speaking on business forms
4. appreciates what they have done, and ends the meeting



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