Activity 1 Vocabulary Bank

(Read this direction silently.)

Read the following words and sample sentences with your student.

Please read after me.

Word	Definition	Sample Sentence
^{n.} assignment	a task given to someone for a certain period of time	I'm calling regarding our project assignment.
^{n.} details	facts or information	Can I ask you some details about it?
^{n.} distribution	division of work	Do you know how the distribution of tasks and the plotting of deadline are going?
^{n.} deadline	date or time when a task must be finished	Do you know how the distribution of tasks and the plotting of deadline are going?
^{n.} delay	inability to finish something on time	I would like to start as early as now to avoid delays .
adj. urgent	requires immediate action or attention	This project assignment is urgent .
v. cascade	to disseminate or circulate	The distribution of the tasks was already cascaded via email.

Activity 2 Note-taking

(Read this direction silently.)
Read the whole dialogue as clearly as you can.
This will be your student's guide in choosing the appropriate word for each blank.

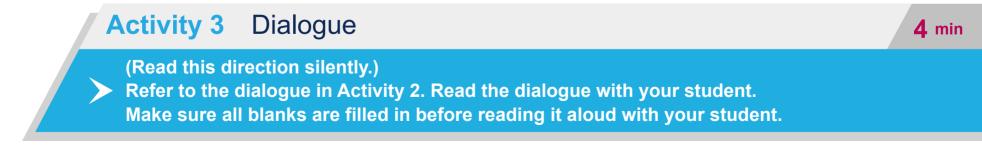
TUTOR Good morning, Andrea. This is Laureen.I'm calling regarding our project (1) *assignment*.Can I ask you some (2) *details* about it?

STUDENT Of course.

- **TUTOR** Do you know how the (3) <u>distribution</u> of tasks and the plotting of (4) <u>deadline</u> are going? I would like to start as early as now to avoid (5) <u>delays</u>.
- **STUDENT** This project assignment is (6) *urgent*. The distribution of the tasks was already (7) *cascaded* via email. It's due next week.
 - **TUTOR** I think that's everything. Thank you for the information. Good bye.

STUDENT No worries. Good bye!

After you read the whole dialogue, ask your student to choose the appropriate word for each blank. What is the missing word in blank no. __? (1) to (7)



Activity 4 Appropriate Response

6 min

(Read this direction silently.)

Read the following statements below and ask your student to choose the appropriate response.

- 1. Good morning, Andrea.
 - a. Hey, what's up, dude?
 - b. What's good in the morning?
 - c. Good morning, Laureen.
 - d. Good evening.
- 2. Can I ask you some details about it?
 - a. Of course not.
 - b. Don't ask me about it.
 - c. For what reason?
 - d. Of course.
- 3. When is the deadline of the task?

a. It's due next week.

- b. I don't have any idea on what you're saying.
- c. Check your calendar.
- d. See it for yourself.
- 4. Do you know how the distribution of tasks is?
 - a. The distribution of the tasks was already cascaded via email.
 - b. It's urgent. Do it first.
 - c. I am not sure about this.
 - d. No, I'll tell you later.
- 5. I think that's everything. Thank you for the information.
 - a. If you say so.
 - b. I am not okay with that.
 - c. Ask for help from other people next time.
 - d. No worries.