

Lesson 3 “Calling in Sick at School”

Education - Beginning Low

Assessment Application: *Task 1: Students will participate in a role-played telephone call to the school office to explain an absence and will include 6 pieces of information.*

Materials:

- Handout 1: I’m Sick Today
- Handout 2: No School Today
- Handout 3: I Can’t Come to School
- Handout 4: Practice Book for the Test
- PowerPoint Presentation if interactive whiteboard is available

Objective: Students will be able to call the school office to report their own absence and include:

1. Greet and identify self as a student
2. Give his/her first and last name
3. Identify his/her teacher
4. Identify the classroom and class
5. Give reason for absence
6. Use appropriate closing

Key Vocabulary: receptionist, absence, excuse

Warm-up: Ask students what they do when they can’t come to school. Tell them they should report their absence to the office. Write down the phone number of the office. Then write the following sentences on the board:

- Name: My name is: _____ .
- Teacher: My teacher’s name is: _____ .
- Classroom: I’m in Beginning-Low ESL in room _____ .

Review the sentences, then have the students copy the sentences and include their information. Practice them orally.

Introduction: State the Objective: *Today you are going to practice how to call the office when you can’t come to school.*

Presentation: Pass out Handout 1: I’m Sick Today. Read the introduction “Juan’s Story”. Ask students to read through the handout by themselves, then ask questions about the story. Read the dialog aloud and have students repeat the information. Have them practice in pairs.

Practice 1: Distribute Handout 2: No School Today. Have the students cut out the sentence strips and put them in the correct order. Ask them to practice verbally and have volunteers write the sentences on the board in the correct order.

Practice 2: Ask students for reasons they can't come to school. Write a list on the board. Distribute Handout 3: I Can't Come to School. Read the sentences aloud. Have them trace the sentences and practice reading them aloud in small groups.

Evaluation: Pass out Handout 4: Practice Book for the Test. Review the procedure and the roles. Ask the students to complete the missing information (first name, last name, reason for absence, room number, and teacher's name). Show them how to cut and assemble the pages into a practice book. Find out when the assessment will be and have the students write that on the last page. Make it clear that the book is for practice only. They will not be able to use the book or notes during the actual assessment.

Application: Assessment Task 1: Students will role play a telephone call to the school office to explain an absence.