

Sample work plan

Area of study – speaking skills

Overall target – to increase my vocabulary range of words connected with business in order to do a more successful presentation in my business class in 4 weeks from now.

Week 1 target

This week I want to:

Learn 10 new words related to my subject and suitable for use in my oral presentation.

Materials

Newspaper article on topic related to international business.

Computer with microphone

Dictionary

Time

Mon 2.30 – 3.30pm

Wed 2.30 – 3.30pm

Fri 3.30 – 4.30 pm

Process

Monday

- Find article and read it.
- Mark 10 new words.
- Look up words in dictionary and make notes in my vocabulary book.
- Learn words, including pronunciation

Wednesday

- Record myself and check if pronunciation is OK.
- Test my memory of meaning and spelling of new words.
- Write 1 sentence using each word for practice.

Friday

- Testing – practice a 5 minute mini-presentation by preparing it and using the 10 words.
- Record myself speaking.
- Play back and check how many of the words I used successfully.
- Listen to see if pronunciation was clear and the word used in the correct way.

Rate my success

Complete a learning log to write down my feelings about my progress.