

LESSON PLAN

May, 2018

Abbreviations every English whizz should know!



Vol.15 Issue 3

AN UNEXPECTED AFTERLIFE

B2

INTERMEDIATE

Stages	Procedure	Time
Objectives	<ol style="list-style-type: none"> 1. To practice <ol style="list-style-type: none"> a. skimming and scanning for details b. locating and sorting information 	
Warmer	<ol style="list-style-type: none"> 1. Teacher writes a few abbreviations on the board. 2. Teacher asks the class the following questions: <ol style="list-style-type: none"> a) What do you call these words? b) Do you know any other examples? 3. Teacher elicits for responses. 	5 mins
Pre-reading	<ol style="list-style-type: none"> 1. Teacher puts students into small groups. 2. Teacher distributes Task 1. 3. Without referring to the article, teacher gets each group to discuss the meaning of each abbreviation. 	10 mins
While-Reading	<ol style="list-style-type: none"> 1. Teacher gets students to read the article to confirm their answers for Task 1. 2. Next, teacher gets students to continue with Task 2. 3. Teacher elicits and confirms answers. 	15 mins
Post-reading	<ol style="list-style-type: none"> 1. Teacher gets students to work in pairs to complete the activity on page 61. 2. Teacher elicits and confirms answers. 3. Teacher then distributes Task 3 and gets students to decipher the text with their partners. 4. Teacher elicits and discusses answers. 	8 mins
Wrap	<ol style="list-style-type: none"> 1. Teacher wraps up lesson. 	2 mins

TASK 1**Do you know these abbreviations?**

Abbreviation	Stands for	Meaning
1. ASAP		
2. RSVP		
3. E.G.		
4. I.E.		
5. P.S		
6. ETA		
7. Etc.		
8. A.M.		
9. P.M.		
10. VS.		

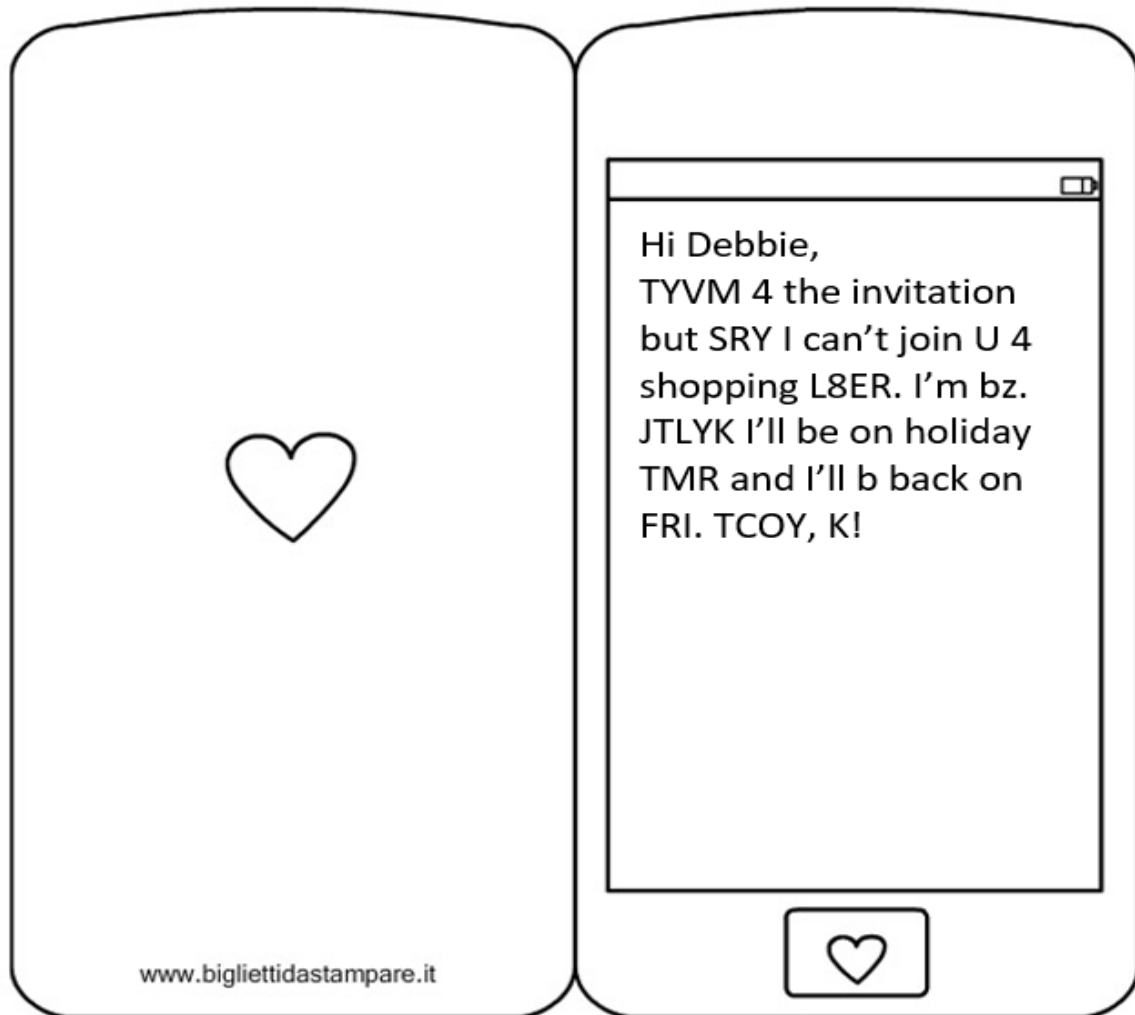
TASK 2

Answer each question below with an abbreviation.

1. Which abbreviation comes from the French language?	
2. Which abbreviation is also an acronym?	
3. Name the abbreviations that come from the Latin phrases.	
4. Which two abbreviations are used to indicate examples?	
5. Which abbreviation is common in letter writing?	
6. Which abbreviation is common to airlines?	
7. Which abbreviation should you use to tell people that it is 6 in the evening?	
8. Which abbreviation can be written in two ways?	
9. Which two abbreviations that people usually use incorrectly?	
10. Which two abbreviations serve as conjunctions in a sentence?	
11. Which abbreviation is used to complete a list of things?	
12. Which abbreviation is used as a request to respond?	
13. Which abbreviation is used to indicate two opposing sides?	
14. Which abbreviation is related to time?	
15. Which abbreviation is used after you put down your signature?	
16. Which abbreviation is usually found in an invitation card?	
17. Which abbreviation can be pronounced in two ways?	
18. Which abbreviation should you use to indicate the time for 0000 hours?	

TASK 3

Read the text below. Can you decipher what it says?



ANSWERS

Task 1

1. As soon as possible – *as soon as possible*
2. repondez s'il vous plait – *please respond/reply*
3. exempli gratia – *for example*
4. id est - *that is / in other words*
5. post script – *to add something to a letter you have written/post script for a letter*
6. Estimated time of arrival – *time you think you will arrive*
7. Et cetera – *and the rest*
8. Ante meridiem – *before midday*
9. Post meridiem – *past midday*
10. Versus – *turn towards or against*

Task 2

1. RSVP
2. ASAP
3. E.G. / I.E. / A.M. / P.M. / V. / VS.
4. E.G. and Etc.
5. P.S
6. ETA
7. P.M.
8. V. / VS.
9. E.G. and I.E.
10. E.G. and I.E.
11. Etc.
12. RSVP
13. V. / VS.
14. ETA / A.M. / P.M.
15. P.S
16. RSVP
17. ASAP
18. A.M.

Task 3

TYVM 4 – thank you very much for
 SRY – sorry
 U 4 – you for
 L8ER – later
 JTLYK – just to let you know
 TMR – tomorrow
 FRI – Friday
 TCOY, K – take care of yourself, okay