

Unit Three: Calling work.

(3/20/21

GECO LEVEL C

By: Marie & Tem

Gonzaga University MTESL



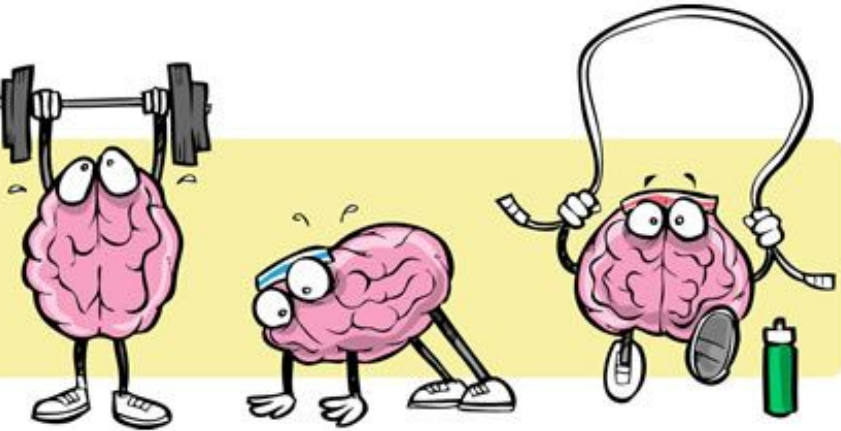
Objectives

- By the end of the lesson, students will be able to call in at work and give an excuse for tardiness, absence or ask for a leave of absence.
- By the end of the lesson, students will be able to use indirect speech in a conversation.

Agenda

- Mixer
- Warm up
- Calling in work
- Grammar: Indirect speech
- Activities

Warm up:



- Use the **Situations** and talk about reasons for missing work or arriving late for work.
- Discuss what are appropriate reasons to call in.

Some Reasons to call in at work

- ✓ Emergencies
- ✓ Doctor appointments
- ✓ Being sick or having a child who is sick
- ✓ Car trouble, or very bad weather such as snow or flooding
- ✓ Taking time off for mental health

What other reasons ?

Reasons NOT to call in at work

- ❑ Being tired or wanting to do something else.
- ❑ Last minute vacation plans
- ❑ Because I have accumulated personal days

What other reasons ?

Tips for Calling in Sick to Work

Contact your boss ASAP

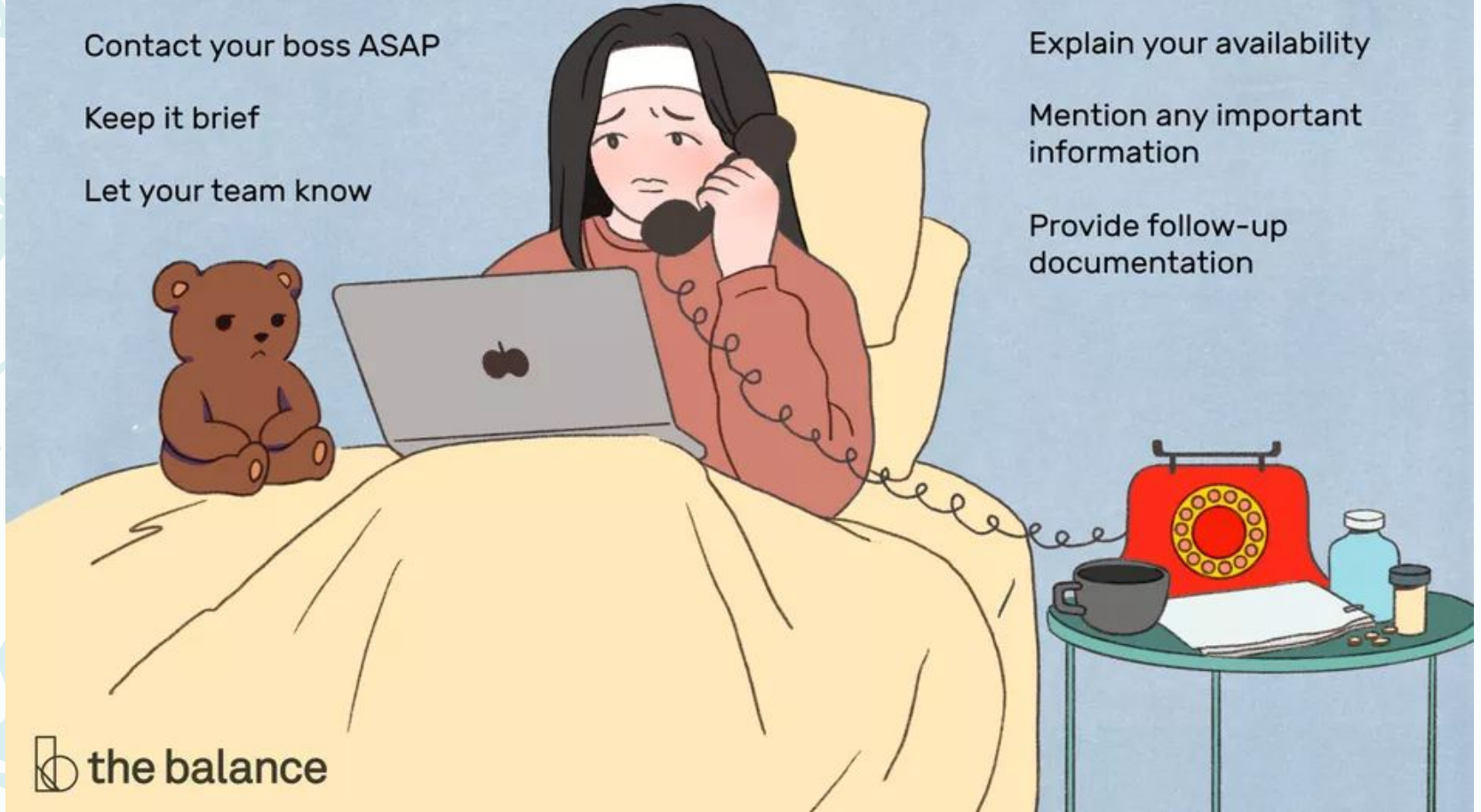
Keep it brief

Let your team know

Explain your availability

Mention any important information

Provide follow-up documentation



Simple Present Tense

DIRECT SPEECH

Susan: "He lives in Australia"

INDIRECT SPEECH

She said that he lived in Australia



Change the **VERB**, from **Present** to **Past** tense

Present Continuous Tense

DIRECT SPEECH

“He is working at the hospital”

INDIRECT SPEECH

She said that he was working at the hospital

**Change the VERB, from IS/AM/ARE + VERB-ing
into WAS/WERE + VERB-ing**

Practice

Direct speech: "I like ice cream".

Indirect speech: He () that he () ice cream

Direct speech: "I am living in Paris."

Indirect speech: She () that she () () in Paris.

Telephone Phrasal Verbs

 **Telephone Phrasal Verbs**

Pick up
To answer the phone

Speak up
To speak louder

Get through
To contact by telephone.

Hang on
To wait for a short time

Cut off
To interrupt a telephone conversation.

Call back
To return a phone call

Hang up
To end the telephone call by breaking the connection

Put through
To connect by telephone with someone else

Hold on
To wait for a short time

Break up
To be inaudible over the mobile phone



Nina: Hi Mr.Smith. Can I speak to Chloe again please?
I was speaking to her and we were (**cut**) off.

Mr. Smith: Yes, of course.
Can you (**hold**) on for a minute and I'll call her.

Chole: Hi Nina.
I've been meaning to (**call**) you (**back**) but I couldn't find your number.

Nina: Sorry, can you (**speak**) up? I can't hear you.

Chole: Hello, are you still there? Hello?
I think she (**hang**) up. I bet she will (**call**) me (**back**).



Breakout Room Activity

Dear Mr. Fields,

I am writing to let you know I will be unable to come to work today due to my sickness. I have asked Vincent to cover my shift. I have a doctor's appointment this afternoon and plan to be back tomorrow if I'm well. I can be reached by text in the meantime.

I will see you the day after tomorrow.

Sincerely,

Amanda Andrews

Task 1: Write a response

Homework

Create a slide about your favourite food.

Here is the link: [Warm Up Activity Link 3/27/21](#)