

THE TEACHING CONTEXT OF MY SCHOOL

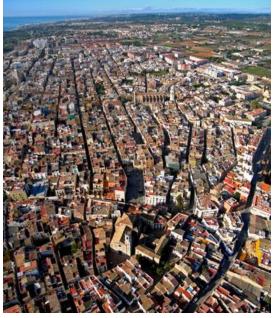
- I am working in the main town of El Garraf, Vilanova i La Geltru, in a secondary school called IES Francesc Xavier LLuch i Rafecas.
- It has around 750 students distributed in the four courses of ESO (nearly 240 students) and the rest between "Batxillerat" and the medium grade and high grade of vocational education

THE TEACHING CONTEXT OF MY SCHOOL

- The student community consists of boys and girls from 12 to 18 years old, mainly from the middle class established in Vilanova during the 1940s.
- Approximately 15% are immigrants who come from Morocco and South America.
- This is the first year that the Pla Experimental de Llengues Estrangeres is being developed.

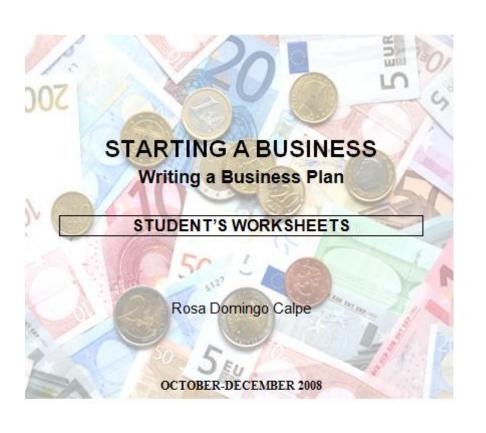
VILANOVA I LA GELTRU





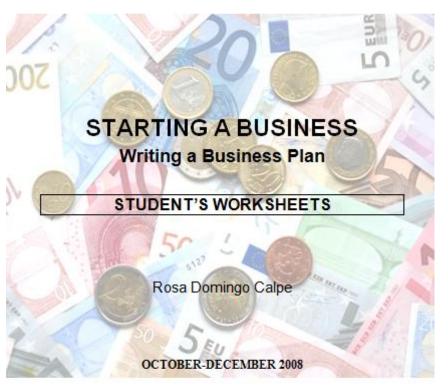
- Vilanova i la Geltrú is 40 kms from Barcelona and it is well linked by motorway, bus and train.
- It is 33,6 km² in area and has approximately 60.000 inhabitants.
- The main source of wealth is focused on services (including residential construction).
- It has also one of the most important fishing fleets of Catalonia and there is still some remaining agriculture.

OVERVIEW OF THE MATERIALS



- Aim: to get students thinking about some of the issues surrounding a new business start up.
- Group: 4th of ESO as an introduction to what business is about.

OVERVIEW OF THE MATERIALS



• Consist of 3 Units in which they will try to act as businessmen/businesswomen:

- 1. THE IDEA
- 2. MARKET RESEARCH
- 3. PRACTISING BUSINESS



UNIT 1 SUMMARY

> Topic: THE IDEA

> Subject: BUSINESS

➤ Level: 4TH OF ESO

> Materials for students: STUDENTS WORSHEET AND SUPPLEMENTARY MATERIAL

| LESSON | TIMING | SUPPLEMENTARY MATERIALS | ROOM |
|---|--------------|--|---------------|
| Lesson 1: Deciding what is best | 1,2 hours | ACTIVITY 1: THE IDEA power point ACTIVITY 1 power point | Classroom |
| Lesson 2: Writing down what you are planning | 1,2 hours | ACTIV ITY 2: SKILLS handout SOURCE OF FINANCE handout | Computer room |
| Lesson 3: Explaining your idea | 1,2 hours | ACTIVITY 3: HOW TO DO AN EFFECTIVE POWER POINT PRESENTATION power point PRESENTATION SELF- ASSESSMENT SHEET handout BUSINESS IDEA EVALUATION handout | Computer room |

STARTING A BU SINESS unit 1: the idea

unit 1 plan: the idea

KEY SKILLS: Students will be able to identify a business opportunity and to evaluate a project

TRANSFERABLE SKILLS

- > Communicative skills: Students will be able...
- 1. To relate observations, explanations, thoughts, emotions, give accounts of experiences, opinions and develop
- 2. To interpret and understand the situations she/he will encounter in everyday contexts and beyond.
- Methodological skills: Students will be able...
- 1. To access and communicate information using different supports including ICT Information handling tools to learn.
- 2. To apply study skills including strategic thinking and cooperation and self-evaluation skills.
- > Personal skills: Students will be able...
- To create, initiate, develop and assess individual or collective activities or projects with creativity, confidence, responsibility and critical thinking.

PERSONAL, SOCIAL AND CIVIC SKILLS: Students will be able...

To understand the social context where she/he lives, cooperate, exercise and share democratic values in a plural society and engage effectively with others in its improvement.

Aim: Students will learn how to evaluate a business idea and how to describe the idea in both ways; writing and speaking.

| TEACHING OBJECTIVES | LEARNING OUTCOMES | COMMUNICATION | CULTURE |
|--|--|--|--|
| Personal skills good business opportunities economic environment | CONTENT > understand the economic environment > be aware of their abilities to be an | > Language of learning Key concepts. Vocabulary for describing themselves and skills, ideas, products and services. | |
| > product or service features | entrepreneur understand what a good product or service is | Vocabulary for justification, evaluation and summarising. Language for learning Discussing and expressing ideas or suggestions Language through learning Spontaneous and unpredictable language that comes up when they work on their own business choice. | Be aware of the variables that affect a start up business in a competitive and globalized world. |
| COGNITION | COGNITION | | TOTAL. |
| To offer opportunities for students to use their previous knowledge in a practical way, and to make them able to think of themselves as entrepreneurs. | Evaluate through discussion, summarization and agreement on a specific issue. Evaluate general advantages and general disadvantages. | | |

ASSESSMENT CRITERIA: Pupils should be able to describe and evaluate a business idea using IT tools.



STARTING A BUSINESS unit 2: marketing research

UNIT 2 SUMMARY

Topic: MARKET RESEARCH

Subject: BUSINESS

➤ Level: 4TH OF ESO

Materials for students: STUDENTS WORSHEET AND SUPPLEMENTARY MATERIAL

| LESSON | TIMING | SUPPLEMENTARY MATERIALS | ROOM |
|---|-----------|---|---------------|
| Lesson 1: Get ready for research! | 1,2 hours | ACTIVITY 1: LOCATION power point ACTIVITY 2: KNOW YOUR CUSTOMERS handout | Computer room |
| Lesson 2: Investigating your competitors. | 1,2 hours | ACTIVITY 3: Marketing Mix power point Product differentiation handout | Computer room |
| Lesson 3: Pricing methodologies. | 1,2 hours | ACTIVITY 4: Product life cycle power point Methods of pricing handout PRICE power point. | Classroom |
| Lesson 4: Differentiating your product and identifying your audience. | 1,2 hours | ACTIVITY 5: CREATING YOUR MARKETING STRATEGY handout PRODUCT DIFFERENTLATION handout THE LANGUAGE OF ADVERTISEMENT handout ADVERTISEMENTS handout | Classroom |
| Lesson 5: Starting a promotional campaign. | 2,3 hours | ACTIVITY 6: TIPS FOR A PROMOTIONAL VIDEO handout | Computer room |

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STARTING A BUSINESS unit 2: marketing research

unit 2 plan: market research

KEY SKILLS: Students will be able to make a market research and to design a promotional campaign.

TRANSFERABLE SKILLS

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- > Communicative skills: Students will be able...
- 3. To relate observations, explanations, thoughts, emotions, give accounts of experiences, opinions and develop
- 4. To interpret and understand the situations she/he will encounter in everyday contexts and beyond.
- 5. To understand, perceive and value, critically, different cultural and artistic forms of expression.
- 6. To apply the techniques, resources and conventions of the different artistic languages.
- 7. To make use of the aesthetic different resources of production and performance to carry out individual or social artistic activities.
- Methodological skills: Students will be able...
- 3. To access and communicate information using different supports including ICT Information handling tools to learn.
- 4. To apply study skills including strategic thinking and cooperation and self-evaluation skills.
- 5. Can transform information into knowledge activating thinking skills in order to organize, relate, analyze, synthesize, make inferences and deduct at different levels of complexity.
- 6. Can use and relate the tools and the forms of expression of mathematical thought and to reason mathematically in order to produce and interpret different types of information as well as to broaden knowledge on quantitative
- Personal skills: Students will be able...
- 1. To create, initiate, develop and assess individual or collective activities or projects with creativity, confidence, responsibility and critical thinking.

PERSONAL, SOCIAL AND CIVIC SKILLS: Students will be able...

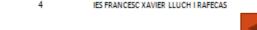
To understand the social context where she/he lives, cooperate, exercise and share democratic values in a plural society and engage effectively with others in its improvement.

Aim: Students will learn how to do a market research and how to use this information to design a marketing plan.

| TEACHING OBJECTIVES | LEARNING OUTCOMES | COMMUNICATION | CULTURE |
|--|---|--|---|
| CONTENT | CONTENT | > Language of | |
| To understand: > market research > types of competitors > pricing methodologies > product differentiation > promotional campaign | design a consumer questionnaire use the information collected to design a marketing plan besign a promotional campaign | learning Key concepts. Vocabulary and grammar structures for making questions, for explaining the specifications of a product or service and for designing a promotional campaign. Language for | Be aware of the necessities of the people and how culture affects consumers' decisions. |
| COGNITION | COGNITION | kaming Analysing, concluding, summarising, discussing, expressing ideas or suggestions and persuading. Language through iscaming Sporttaneous and unpredictable language that comes up when they work on their own business choice. | Be aware of how influential are people to a |
| To offer apportunities for students to use their previous knowledge in a practical way, apply new understood concepts and to use their creative abilities. | Collect data and analyse it to make decisions. Discuss, suggest, summarize and agree on a specific issue. Evaluate advantages and disadvantages. Create and design ads. | | publicity message, and how images and topics are so important. |

ASSESSMENT CRITERIA: Pupils should be able to make a market research, to design a marketing plan and to create a promotional campaign.





STARTING A BUSINESS unit 3: practicing business

UNIT 3 SUMMARY

> Topic: PRACTISING BUSINESS

Subject: BUSINESS

➤ Level: 4TH OF ESO

> Materials for students: STUDENTS WORSHEET AND SUPPLEMENTARY MATERIAL

| LESSON | TIMING | SUPPLEMENTARY MATERIALS | ROOM |
|--|---------------|---|-----------------------------|
| Lesson 1: Are you able to sell your product or service? | 1,2 hours | ACTIVITY 4: Assessment sheet1 handout | Classroom |
| Lesson 2: Business roles. | 1,2 hours | ACTIVITY 8: Assessment sheet 2 handout | Classroom |
| Lesson 3: Solving problems. | 1,2 hours | ACTIVITY 9: How to write a letter of complaint handout ACTIVITY 10: How to reply a letter of complaint handout | Computer room/ classroom |
| Lesson 4: Hiring employees (the CV) | 1,2 hours | ACTIVITY 12: Tips for writing a CV power point Sample of a CV handout | Computer room |
| Lesson 5: Hiring employees (the interview) | 1, 2 hours | ACTIVITY 5: Job interview power point Skills handout Assessment sheet 3 handout | Classroom |



STARTING A BUSINESS unit 3: practicing business

unit 3 plan: practising business

KEY SKILLS: Students will be able to confront real life business situations, dealing with real problems and trying to solve them by role playing

TRANSFERABLE SKILLS

- Communicative skills: Students will be able...
- 1. To interact with other people and approach other cultures in an adequate way.
- 2. To relate observations, explanations, thoughts, emotions, give accounts of experiences, opinions and
- 3. To interpret and understand the situations she/he will encounter in everyday contexts and beyond.
- 4. To reflect on how the language functions and on how to use the communicative resources specific of each curricular subject as well use language as object of observation and analysis
- Methodological skills: Students will be able...
- 1. To access and communicate information using different supports including ICT Information handling tools to
- 2. To apply study skills including strategic thinking and cooperation and self-evaluation skills.
- 3. To transform information into knowledge activating thinking skills in order to organize, relate, analyze, synthesize, make inferences and deduct at different levels of complexity.
- 4. to gain, process and assimilate new knowledge and skills (intellectual, emotional and physical) as well as seek and make use of guidance.
- 5. To handle effectively an array of resources to transform information into personal knowledge
- > Personal skills: Students will be able...
- 1. To create, initiate, develop and assess individual or collective activities or projects with creativity. confidence, responsibility and critical thinking.

PERSONAL SOCIAL AND CIVIC SKILLS: Students will be able...

To understand the social context where she/he lives, cooperate, exercise and share democratic values in a plural society and engage effectively with others in its improvement.

Aim: To confront real life business situations: sales, job interview, complaints, and difficulties with the staff or with suppliers. Using writing or speaking.

| TEACHING OBJECTIVES | LEARNING OUTCOMES | COMMUNICATION | CULTURE | |
|---|--|---|--|---|
| CONTENT | CONTENT | > Language of | | |
| To understand: > Problematic business situations > What is important in a job interview > What is important in a CV > How to deal with compilaints | Students will be able to: > Write a CV > Write and reply a letter of complaint > answer the telephone > perform a job interview > Find solutions to hypothetical but realistic business problems. | Key concepts. Vocabulary and grammar structures for making questions, for explaining problems and finding solutions. Language for learning Apologising, asking for information, being persuasive, expressing opinions, defining themselves, closing a sale | Key concepts. Vocabulary and grammar structures for making questions, for explaining problems and finding solutions. > Language for learning Apologising, asking for information, being persuasive, expressing opinions, defining themselves, closing a sale Read Read | Be aware of the difficulties of running a business, the inconvenient of working with people, the necessity of fixing problems and finding creative solutions. |
| COGNITION | COGNITION | | | Be aware of what a job interview is so important. |
| To offer opportunities for students to use their previous knowledge in a practical way, confronting real life situations, apply new understood concepts and to use their creative abilities. | answer a letter of complaint, applying previous knowledge deal with a problem on the telephone by analyzing previous knowledge | > Language through learning Spontaneous and unpredictable language that comes up when they work on their own business choice. | | |

ASSESSMENT CRITERIA: Pupils should be able to identify the stages of a sale, to close a sale being persuasive, to answer the phone, to make a letter of complaint and replay it; to do a CV and to perform a job Interview.





ROSA DOMINGO CALPE



SCAFFOLDING

- The materials are scaffolded in order to:
- Motivate the students.
- Simplify the tasks to make them more manageable and achievable.
- Provide some direction in order to help the students focus on achieving the goal.
- Reduce frustration and risk.
- Make them comfortable using English.

Scaffolding examples

• Some examples of scaffolding I used are:

LOW ORDER THINKING

1. <u>Introductory power point</u>:

A: SCAFFOLDING LANGUAGE

B: SCAFFOLDING CONTENT

2. <u>Fill in the gaps</u>.

HIGH ORDER THINKING

- 1. Writing frames
- 2. Role plays.
- 3. <u>Jigsaws</u>.

INTRODUCTORY POWERPOINT (language for)

DESCRIBE

- I believe....
- . I think that...
- In my opinion...
- Firstly it...
- Secondly it...
- · Finally it...

EXPLAIN

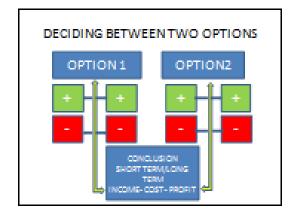
- This means that...
- This will cause...
- Because
- As a result of this...
- For example...

DISCUSS

- On the other hand...
- However...
- Compared with...
- Therefore....

CONCLUDE

- On the whole...
- In conclusion...
- . In the short term...
- In the long term...
- The most important factors are...





INTRODUCTORY POWERPOINT (CONTENT)



Finding and developing your idea

- A now idea is often the basis for starting up a business.
- Many entroprenous: spot a gap in the market and start businesses that provide a product or service that fills it.
- Others come up with ways to improve an existing product

Coming up with a new idea

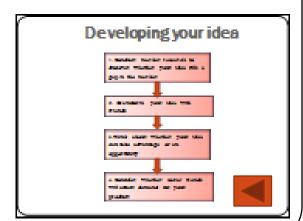
- If you want to start a business but don't yet have an idea to work with, there are many ways to go about identifying one.
- The following questions may help:
- Do you have any particular skills that could form the basis of a new business?
- Are you aware of a gap in the market in the industry that you currently work in?

Coming up with a new idea

- Do you have a hobby that could be turned into a business?
- Has there ever been a time when you needed a particular service or product that nebody also provides? If you needed it, there is a good chance that other people will see.

Developing your idea

- Once you've got a business idea, take time to vefine it.
- This will help you to decide whether it could be the foundation of a successful business.
- There are various established methods of developing a business idea.



FILL IN THE GAPS

With the words given below complete the following paragraph.

Customers Government skill and cost information technology Transport



WRITING FRAME

STARTING A BUSINESS

UNIT 1: THE IDEA

Lesson 2: Writing down what you are planning.



ACTIVITY 2:

Write a rough draft about your idea:

 About me: background, skills, studies, experience, motivation, alms and objectives.

You can use some of this vocabulary:

Describing yourself:

| accurate | diplomatic | honest | practical |
|---------------------------|------------------------------|----------------------|-------------------------------------|
| active | discreet | Innovative | productive |
| adaptable | efficient | logical | reliable |
| adept | energetic | loyal | resourceful |
| broad-minded competent | enterprising enthusiastic | mature methodical | self disciplined sense of humour |
| conscientious | experienced | motivated | centitive |
| creative | fair | objective | sincere |
| dependable | firm | outgoing | successful |
| determined | genuine | personable | tectful |
| | | pleasant | trustworthy |
| | | | |
| | | | |

Describing your skills:

| Expealing, Information I | | Number | Communication Technology | others | learning and performance | solving |
|--|-------------------|--|--|---|--|--------------------|
| | letening, reading | Information Involving numbers, carrying out calculations, interpreting neguits and presenting | developing and presenting information including text, images and | process and interpartonal skills to support working cooperatively with others to achieve shared objectives, work cooperatively and have regard for | planning, learning, neviewing and interpersonal skills, e.g., communicating own needs, accepting constructive feedback, negotiating learning opportunities | tackie problems |

Communication | Application of Deformation | Working with | Improving own | Problem

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STARTING A BUSINESS

UNIT 1: THE IDEA

Complete this writing frame.

| Background | I was born in |
|--------------------|--|
| | My family is from |
| Studies | I have been studying at (school) till now. My |
| Studies | favourite subjects are I am planning to study is order to become |
| Skills | My principal skills are |
| | I think that my weaknesses are |
| Motivation | My idea of business is and I chosen it because. I believe I can succeed because. This project is important for me because. |
| Alms, objective | In the future I want to |

- 2. The product or service: describe the product and justify your choice.
 - a) Describe your product:
 - Performance: e.g. the speed of a car, the power of a microwave.
 - Features: the extras, e.g. air conditioning or sunroof on a car-
 - Ease of servicing: How easy is to fix?
 - Reliability: How likely is it to go wrong in, say, the first year?
 - Durability: how long will it last?
 - Aesthetics: What does it look like?
 - Economics: What does it cost to produce? Can it be sold at a profit?

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STARTING A BUSINESS

UNIT 1: THE IDEA

- Ease of manufacture
- .

You can also use these expressions to describe your product:

This is one (newest) product.

This is one of our breat designs.

It is made of our breat designs.

It can be used for..

This posterior with a equipped with ...

This profess at ...

This profess at ...

This profess at ...

This has/contains ...

- b) Justify your choice:
 - · Why? Identify the opportunities.
- How? Explain the process necessary to make your product or to offer your results.
- · Where? Describe the location of your business.
- Target market: describe the customers your product or service is targeting.

Use the following writing frame:

| The product or | Our product/service is with these |
|----------------|--|
| service | features It is |
| Service | leatures |
| | |
| How? | The process of manufacturing has the following |
| | stages: |
| | stoyes. |
| | |
| | First: |
| | |
| | Second: |
| | |
| | |
| | |
| | |
| Where? | We are going to sell through the internet or through a |
| WINE IE | |
| | location, or both. |
| | |
| | It is located in a (centrical, peripheral), and well/badly |
| | |
| | connected, main/non-main street |
| | |

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ROLE PLAY

STARTING A BUSINESS

UNIT 3: PRACTISING BUSINESS

Lesson 3: Solving problems.

Accidents do happen. Sometimes things are not as good as we want them to be. Clients complain, suppliers are not on time, workers have problems, machines don't work properly, the organization fails...You have to deal with all of this.

ACTIVITY 9

Write a letter of complaint. Imagine you are a dissatisfied client, and you want your problem to be solved or your money to be refunded. If you don't know how to write it follow the instructions below:

ACTIVITY 10

Answer the letter of complaint, accepting or rejecting it. Use the supplementary material if you don't know how to do it.

ACTIVITY 11

Role play: make the same complaint but now using the telephone. Here you have some useful expressions.

ANSWERING THE THELEPHONE

How can I help?

Can I speak to ..., please?

Who's calling, please?

Please hold

Ill just put you through

Could I speak to....please?

Who shall I say is calling?

Just a second I'll see if he's in

I've goton the phone for you

Hang on a moment

STARTING A BUSINESS

UNIT 3: PRACTISING BUSINESS

EXPLAINING THE PROBLEM

I want to make a complaint about...

I ask for... and I receive...

You promise/assure me that...

It doesn't work properly...

First_second_and finally...
This is not what you tell me...

The amount is not correct...

I have been having problems since.

I haven't received the product yet

There is a mistake in the invoice

The color is not the correct one

I felt sick after eating your menu

My hair is falling down after you put me color

The internet connection is not working since yesterday

You didn't told me that I need an extra product to make this works

DEALING WITH THE PROBLEM

You can explain to me what actually is the problem...

Can I take your name?

I understand you are having a few problems

Would you like to just explain from the beginning what's happened?

I'm sorry for that wait

I don't know what the problem was

As you can imagine...

I'm sorry about this, Mr Anderson

I can actually look into that for you ...

I'm sorry for the inconvenience

I can assure you

Let me check for you

GIVING BAD NEWS

I'm sorry, but we found the missing item here in our factory.

I'm afraid we can't send them immediately.

SAYING SORRY

I'm very sorry about that.

I apologize for the mistake.

PROMISING TO DO SOMETHING

I'll look into the problem.

Ill ship the missing items today.

ROSA DOMINGO CALPE

IES FRANCESC XAVIER LLUCH I RAFECAS

JIGSAW

ACTIVITY 1

Jigsaw activity, each member of the group will be an expert in three of the nine price methodologies.

Then the first group of experts must join together, study the text they have below and fill in the grid.

Price skimming.

High initial price to cover initial research and development costs quickly. Suitable for an innovative or protected product (e.g. patent) and where demand is price inelastic.

Renetration pricing.

Low price to gain market share quickly. Sultable when there are substantial economies of scale or when demand is price sensitive

Competitor based pricing:

Suitable when the market is competitive and price comparisons are easy, e.g. shopping goods.

| METHODOLOGY | DEFINITION | ADVANTAGES | DISADVANTGES |
|-----------------------------|------------|------------|--------------|
| price skimming | | | |
| penetration pricing | | | |
| competitor based pricing | | | |

The second group of experts must study the following text and fill in the grid.

Demand based or perceived value pricing:

Firm tries to estimate what people are willing to pay. This is the most market oriented approach, but it can be difficult to discover what people are willing to

Cost plus pricing:

The firm adds an amount on to unit costs to decide on the price. This is a simple and, therefore, popular pricing method, but ignores demand conditions.

Predatory pricing

A firm undercuts competitors to remove competition; one competitors leave, the price is increased again. This policy can lead to a price war in which all firms try to undercut each other.

| METHODOLOGY | DEFINITION | ADVANTAGES | DISADVANTAGES |
|-------------------|------------|------------|---------------|
| demand based or | | | |
| perceived value | | | |
| princing | | | |
| | | | |
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| | | | |
| cost plus pricing | | | |
| cost plus pricing | | | |
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| predatory pricing | | | |
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The third group of experts must study the following text and fill in the grid.

Price discrimination:

Loss leader:

Product sold below cost to generate orders for other product e.g. retailers put well known brand in shop windows and sell at a loss to attract people into the shore

Psychological pricing:

Focuses on consumer's perception of price, e.g. charging high prices to convey quality, charging £2.99 rather than £3.00 because people regard it as 'over £2' rather than in the £3 band, and stressing a reduction in price (e.g. was £20, now £12).

| DEFINITION | ADVANTAGES | DISADVANTAGES |
|------------|------------|-----------------------|
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| | DEFINITION | DEFINITION ADVANTAGES |



CONCLUSION

- The 4Cs framework provides a wide range of opportunities to develop strategies for language learning, integrating content and language.
- Scaffolding is necessary to design tasks in order to engage all the students (diversity).
- I really believe that improving English will make our students more competitive in the labour market, besides letting them have a multicultural and richer vision of our world.

CONCLUSION

• We use language in order to define ourselves, to plan our future, to offer what we have and to demand what we need; it is in this context that CLIL is going to be developed, allowing the students to have enough confidence in their language skills as to play a role in the economy and social activity.