



ENGLISH FOR EFFECTIVE COMMUNICATION

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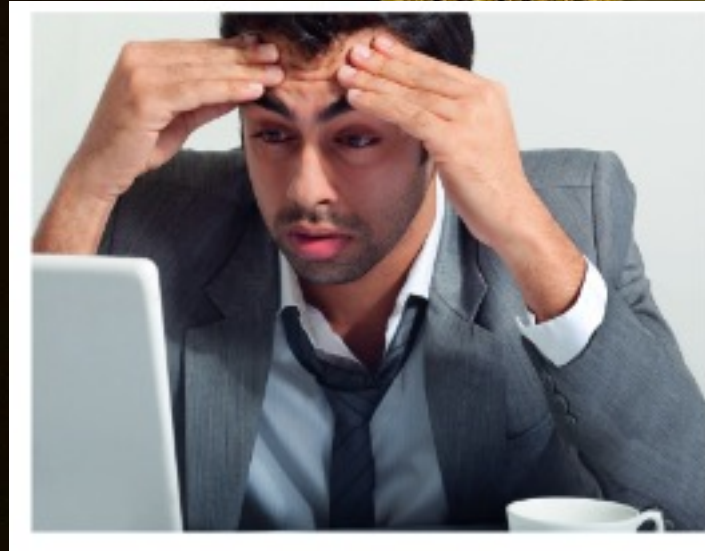
OBJECTIVES



1. Understand vocabulary related to work-leisure balance.
2. Use and construct the use of modal forms plus base form.
3. Listen to an audio about having fun at work.
4. Read and comprehend the article about Javier's Life Lesson, shared communities.
5. Talk about the planning of starting a club, making and responding to questions.



UNIT 6: FINDING A BALANCE





Unit 6

Finding a Balance



Vocabulary

01

- Words related to Work and Life Balance
- Completing on the Questionnaire regarding to work and life balance.

02

Language Focus: Modal Verbs

- Introducing modal verbs focusing on ability, probability and possibility and advice and recommendation.

03

Listening

- Listening to a podcasts and provide answers to the activities.



Unit 6

Finding a Balance



Speaking

- 04** ➤ Talk about activities you might think about your work or at school to be a better place or a fun place to work or study on.

Reading

- 05** ➤ Article about Javier's Life Lesson

Writing

- 06** ➤ Writing an email to someone to enjoy in the club or other places for relaxation.

Complete the questionnaire and compare your responses to your partner.



Life and Work

	Disagree			Agree	
I like to meet new people and socialize.	1	2	3	4	5
In my daily life, I have a lot of interaction with other people.	1	2	3	4	5
I think I have a good balance between work/ study and personal time.	1	2	3	4	5
I'm productive in my work and study, but I also have time to relax and chill out.	1	2	3	4	5
I think having leisure time is very beneficial. For example, it can improve creativity at work.	1	2	3	4	5



If you get 4-5 that means you have balance life.



If you get 2-3, you have to check on your life and work what you miss and how to improve it.



If you get 1 you have to work hard to find ways how to balance work, study and life.

Vocabulary



productive

Adjective: achieving something important with good results.

Example: He is productive this year by passing all his subjects.

01

beneficial

Adjective: favorable or advantageous

Example:
A conducive classroom is beneficial for students.

02

balance

Noun: equal or even the amount of something

Example :

I have a work-life balance.

03

leisure

Noun: free time

Example:
The students have enough leisure to practice their skills.

04



Vocabulary

Chill out

Adjective : in relation to becoming relaxed or in a relaxed mood.

Example: This is chill- out place with the most unique style.

05

socialize

Verb: able to interact according to culture and act in a healthy manner.

Example: She knows how to socialize.

06

interaction

Noun: relating to communication or direct involvement.

Example :
There is an interaction between the two of them.

07

creativity

Noun: the use of imagination or original ideas.

Example :

The boy has creativity on making this project.

08



Vocabulary

Complete the text with the vocabulary in the box.

productive beneficial balance leisure chill out socialize interaction creativity

Modern life can be stressful, so you ought to make sure you have a good ¹ **balance** of work and ² **leisure**. You can't always be running around – you must find time to just ³ **chill out**. Also, you should ⁴ **socialize** with other people and have human ⁵ **interaction** – otherwise, you might find that you get very lonely. Taking steps to have a good balance in your life might be very ⁶ **beneficial** for you; studies show that relaxation can help you be more ⁷ **productive** at work, getting more done in less time. It may also help with ⁸ **creativity** – it seems a relaxed mind is an imaginative mind!

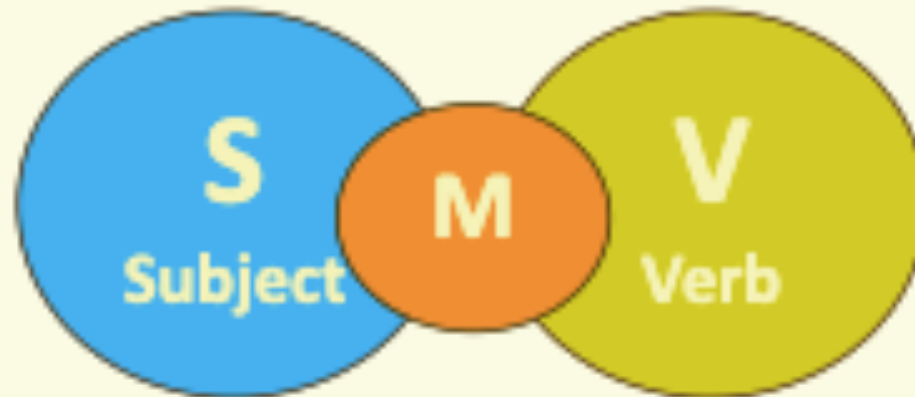


Language Focus

Modal Verbs



How do we use modals?



Modal
Verbs



Form

Modal Verbs

There is no **"s"** in singular

There is no **"do / does"** in the question

There is no **"don't / doesn't"** in the negative



What do they express?

Modal	Concept	Examples
Will	Future	Joe will travel to NY next week
Might	Small probability	I might move to Canada some day
Should	Advice	You should go to the doctor
Must	Strong obligation Strong suggestion	Everyone must pay taxes

Modal Verbs



What do they express?

Modal	Concept	Examples
Shall	Educated expression Offer	Shall I clean it?
Would (1)	Past (used to)	When I was young, I would play soccer
Would (2)	Present unreal	I would buy the car but I can't afford it

Modal Verbs



What do they express?

Modal	Concept	Examples
Could (1)	Unreal Ability	I could go if I had time
Could (2)	Past Ability	She could play the piano, not anymore
Can (1)	Present Ability	We can speak English
Can (2)	Permission	Can I have a sweet?

Modal Verbs



Practice

1. Children _____ stay away from fire.
a. ought to **b. must** c. would d. mustn't
2. You _____ talk during tests. It's forbidden.
a. Don't have to **b. mustn't** c. couldn't d. might
3. They _____ hear him because he was whispering.
a. Wouldn't b. mustn't c. shouldn't **d. couldn't**

Modal
Verbs



Practise

4- _____ you like to have dinner with me tonight?

a. Could

b. may

c. should

d. would

5- You _____ let him hear about the party tomorrow. It's a surprise!

a. mustn't

b. wouldn't

c. couldn't

d. can

6- I think your leg is broken. You ____ go to the emergency room.

a. Might

b. could

c. must

d. can

Modal
Verbs



More practise

4 Re-write the following sentences using modals so that they have the same meaning.

1- I suggest that you sleep early!

You should/must sleep early.

2- Eating is forbidden in class!

You must not /should not eat in class.

3- Look at sky! it's cloudy.

It might rain, it's cloudy.

Modal
Verbs



Use your imagination

4 Think about these situations and create a sentence using modals.

1. We are going to Paris for a weekend. (Make suggestions about things to do)
2. We start exams in January . (Talk about necessity)
3. Your friend has got a headache. (Give him some advice)
4. You want to borrow your elder brother's laptop. (Ask for permission politely)

Modal Verbs



Are the following sentences correct (C) or incorrect (I)? Rewrite the incorrect sentences.

1. Martha can to take a day off school tomorrow. Martha can take a day off school tomorrow.
2. It's important to be able to relax at work.
3. You're going to be late for class. You better leave now. You'd better leave now.
4. My boss says I should take a holiday.
5. This job is perfect for you. You can show your creativity.
6. It's an important exam, so we ought study. It's an important exam so we ought to study.

Modal Verbs



Choose the correct modal form to complete each sentence.

1. If you don't like your job, you **'d better** / **are able to** get a new one.
2. It's raining, so we **should** / **can** take an umbrella with us.
3. I think I understand the new job, but I **'d better** / **may** need some help.
4. I don't have to work tomorrow, so I **can** / **may** drive you to the airport.
5. Taking a break at lunch **might** / **had better** make you more productive in the afternoon.

Modal
Verbs



This is the end of week 12
and in this week you are
learning the following

- vocabularies related to
work-leisure balance
- grammar related to *modal
verbs*





Moving on is the Week 13
and this week you are going
to learn the following

- audios about having fun at work
- text/article about “*Javier’s life lessons; shared communities*”
- *Writing an email inviting someone to hang out and chill .*



Before you listen



BEFORE YOU LISTEN Ask and answer these questions in pairs.

- Which of the places in the pictures would be easy to work in?
- Do you like traditional, or more casual, classrooms?
- Are you more productive if you take lots of breaks? Do you like to have fun while you're working or studying?

Listening



Listen to the podcast and choose (✓) the main ideas you hear.

The idea of just “playing” is not usually associated with adults.

Adults have forgotten how to have fun.

Relaxing and having fun at work is beneficial for our lives.

Many people have a stereotypical idea that work and leisure should not go together.

It's difficult to find the right balance of work and play.

If you enjoy doing something, then that is a form of “play.”

Having a good time at work means you might be a better worker.



Listening



Play = not usually associated with work. Kids: play = key part of life Adults: play = ¹ **childish**

BUT Play at work could be ² **beneficial** in many ways.

Many people still believe the stereotype: work is work, ³ **leisure** time is after work.

BUT ⁴ **balance** of work and play should go together.

Play is anything that you enjoy, e.g., ⁵ **card** game, mini-basketball, chilling out

watching TV, going for a walk and ⁶ **socializing** with a colleague, making your workspace

brighter and more ⁷ **personal**.

Some companies are making workplaces more fun: ⁸ **cooking** classes, gyms, ⁹ **relaxation** rooms, climbing walls, ping-pong tables, video games, bowling (!).



Before we read the article answer the following questions with your partner.

1. How many people live in your house?
2. Have you ever lived away from your family? For how long?



Reading



Javier's Life Lessons

Hey guys, Javier here. Thanks for checking out my blog, where I write down my thoughts about life.

This week's blog post is about a decision I made soon after graduating university, when I was working really hard, and was really stressed. The decision changed my life.

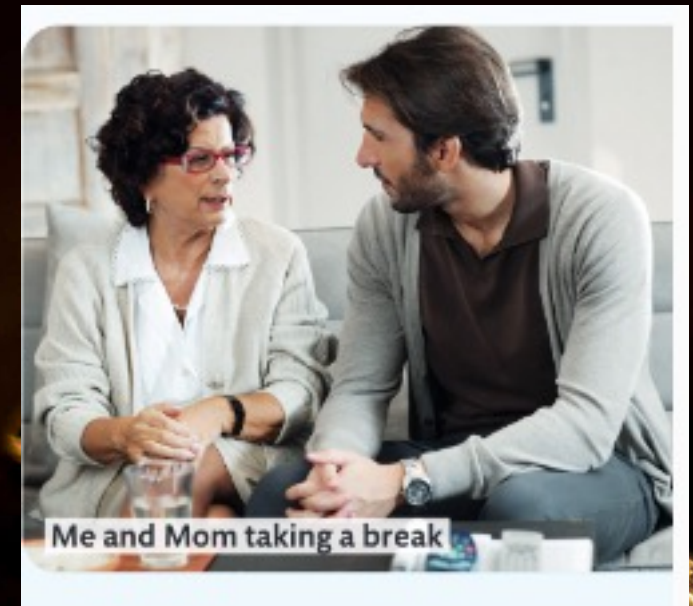
5 Enjoy, and be sure to leave your comments at the bottom!

I'll never forget meeting my mom that day. It was two years ago, and we were having a quick cup of coffee before I had to head back to the office. "You ought to work less and socialize more!" she said, **out of the blue**. It was a casual comment, but my initial **reaction** was quite **defensive**. "What are you talking about? I have a good
10 work-leisure balance. Besides, I enjoy working," I replied. We didn't say anything more about ¹it.

For the rest of the day, though, I kept thinking about what she said. I did have more than 1,000 'friends' on social media, and I loved getting comments and reactions from them. But how often did I actually see ²them, face-to-face? Almost never.

15 My life had fallen into a regular **routine**: wake up, go to work, work hard, come home to my apartment, play video games online, go to bed. The last time I'd actually **hung out with** a friend, in person, was months before. Even worse, I was having almost zero social interaction outside of my (very **stressful**) job.

1. How many people live in your house?
2. Have you ever lived away from your family?
3. For how long and how was it?



Me and Mom taking a break

Reading



So that's when I decided to make a change: I had to meet more people. I did some
20 **research** and found that there are more and more "shared living communities"
spaces in the city. The idea is simple: you rent a room or a small apartment within
an apartment block just the same as anywhere else. The difference is that within
3 it there are lots of shared spaces where the residents are encouraged to spend time
and socialize with 4 each other. For example, in my apartment block, there's a coffee
25 bar with someone serving hot and cold drinks 24 hours a day. There's a games room
with a ping-pong table in 5 it, a lounge area where you might just stop to chat and
chill out with other people, and there's even a video game area where you can play
with other game **enthusiasts**. The best thing: it's all included in the rental costs.

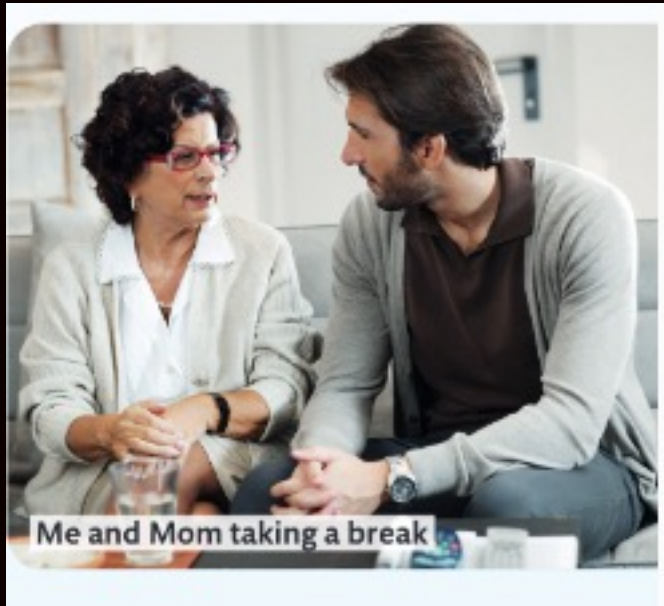
Of course, this is the 21st century, so you can't completely get away from the
30 Internet. There are community pages and online apps where you can communicate with
other **residents**. However, 6 these are used to try to arrange **face-to-face meet-ups**. It's nice
because there are different groups of people with different interests; for example, I love
playing video games, so twice a week a group of us arranges to meet and play together.
By total **coincidence**, one of the other **gamers** is somebody I used to play with online!

35 Since I joined this shared living community, I've never been happier. I didn't realize how
lonely I was until I started thinking about my social life. If you work hard and need to
have actual human (not just digital) interaction, you should definitely check 7 this out.

1. How many people live in your house?
2. Have you ever lived away from your family?
3. For how long and how was it?



Reading



Me and Mom taking a break



My new living room

Answer the following questions.

1. What did Javier's Mom tell him he should do more?

2. What did Javier love getting on social media?

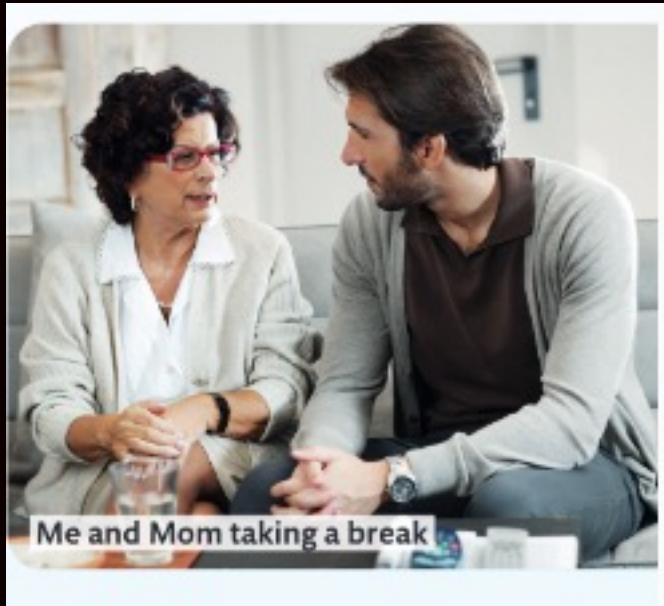
3. What did Javier always do before going to bed?

4. What can you do in the lounge area?

5. How often does Javier meet up and play video games with other people?



Reading



ANSWERS

1. Socialize
2. Comments and reactions from friends.
3. Play video games.
4. Chat and chill out with other people.
5. Twice a week
6. Lonely



Writing



GROUP WORK Ask and answer the following questions.

- Do you belong to any clubs or groups? What are they?
- Would you like to join a club? What kind of club?





New Message

To tony@cnet.com

From Aya@cnet.com

Hi Tony,

How's it going? I hope all is good with you.

I'm doing well. Actually, I joined a new club last month: the drone flyers' club. We meet two times a month for about three hours each time. I started going because I've always been interested in flying, and actually I really wanted to be a pilot when I was a kid.

The reason for writing is to invite you to come and join us. It's very social; you can meet and interact with lots of really fascinating people. You can borrow a drone for the first couple of meetings, but after that you have to buy and build your own model (don't worry, they're not too expensive).

You don't need to be an expert – you just have to be enthusiastic.

So come along – you can get some fresh air, and you might discover a new talent!

Let me know if you're interested,

Aya

P.S. I've attached a picture of me at the last club meeting – I thought it might encourage you to come and join!



Send





Plan your own email, inviting a friend to join a club.

Note: you can choose a club you already belong to, or you can think of a new one.

What is the club?	<input type="text"/>
When did you join it?	<input type="text"/>
How often does the club meet?	<input type="text"/>
Why did you join it?	<input type="text"/>
What are the benefits of being a member of the club?	<input type="text"/>
What can your friend expect if he/she joins?	<input type="text"/>

With the information above. Write your email inviting someone to chill out using the planned information in the same email as Aya has written.





Speaking

GROUP WORK Ask and answer the following questions.



- Do you belong to any clubs or groups? What are they?
- Would you like to join a club? What kind of club?





Speaking

GROUP WORK Ask your group how interested they are in the clubs below, and why.

 Interested  Not interested	You		Name:		Name:		Name:	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Drone flyers' club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bowling club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yoga club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your idea: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your idea: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Speaking

PAIR WORK Make and respond to suggestions with a partner about a club you are going to start.

You need to decide:

- the kind of club (look at Activity 1 for ideas)
- the name
- when you'll meet
- where you'll meet
- how often you'll meet
- what you are going to do in meetings
- anything else that you must remember to do.

GROUP WORK Report to the class what you decided.

SPEAKING TIP

Make suggestions using: *should, ought to, had better, could, How about ...?, Why don't we ...?, and Let's*

Respond using phrases like: *Great idea!, I love it!, I like the sound of that, and That could be good.*





Resources



<https://www.oxfordlearnersbookshelf.com/home/main.html?state=Fow1lj7oHwCQonsjESa1682397111114>

<http://www.free-powerpoint-templates-design.com>

<https://slideplayer.com/slide/5736480/>

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THANK YOU