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|  | **Formal Discussions** | | | | | | **Informal Conversations** | | **Processing and Presenting Information** | |
| **To participate in a discussion by** | | | | | | **To establish transactional conversation by** | | **To give a simple presentation by** | |
| **1** | 1.1. **asking** relevant questions,  **answering** questions, **summarizing/**  **repeating back** information gained,  **giving thanks** in two-way exchanges to ask for and provide information on  reasonably familiar topics | **1.1.1.**Ask relevant questions  **1.1.1.a.** ask questions to gather, analyze and compare information  **1.1.1.b.** ask for repetition  **1.1.1.c.** ask for clarification  **1.1.2.** Answer questions | | 1**.1.2.a.** give information  **1.1.2.b.** justify and give reasons as part of an answer **1.1.2.c.** monitor clarity  **1.1.3.** Summarize and repeat back information gained  **1.1.1.3.a.** discuss the options  **1.1.1.3.b.** give an overall summary of the answer  **1.1.4.** Give Thanks | | | * 1. **expressing/ responding** to **apologies** and **excuses**   **1.1.1.Express** apology / excuse  **1.1.1.a.** state the reason  **1.1.1.b**. provide details (if needed)  **1.1.1.c.** give a promising statement  **1.1.2. Respond** to apology/ excuse  **1.1.2. a.** ask for reason(s)/detail  **1.1.2. b**. evaluate the sincerity of the apology  **1.1.2. c.** accept or reject the apology/ excuse | |  | |
| **2** | 1.1. **asking** relevant questions, **answering** questions, **summarizing/ repeating back** information gained, **giving thanks** in two-way exchanges to ask for and provide information on reasonably familiar topics | | | | | | **1.2. requesting permission** to do something  **1.2.1.** Ask for permission to do something  **1.2.2.** List/ state the reason(s) for requesting the permission  **1.2.3.** Provide details (if needed) | |  | |
| **3** | **1.2.** giving verbal/nonverbal signals in a conversation of two or more people of 3-5 minutes in order to **take a turn** through the use of an appropriate expression. | **1.2.1.** Interrupt  **1.2.1.a**. ask for the floor  **1.2.1.b.** ask someone to speak more slowly  **1.2.1.c.** break in  **1.2.2.** Ask for repetition  **1.2.3.** Ask for clarification  **1.2.4.** Monitoring clarity | | | **1.2.5.** Rephrase  **1.2.6.** Change the subject  **1.2.7.** Return to the topic  **1.2.8.** Maintain the turn using sign posting markers  **1.2.9**. Manage the direction of the conversation  **1.2.10.** Close | | **1.3**. making **suggestions**  **1.3.1.** State concern/ doubt  **1.3.2.** Ask for suggestion  **1.3.3.** Make suggestion(s) on the topic  **1.3.4.** Consider the stated suggestion(s)  **1.3.5.** Accept/ reject the suggestion | |  | |
| **4** | **1.2.** giving verbal/nonverbal signals in a conversation of two or more people of 3-5 minutes in order to **take a turn** through the use of an appropriate expression. | | | | | | **1.4. asking for** and **giving advice**  **1. 4.1.** Ask for advice  **1.4.1.a.** state the problem  **1.4.1.b**. describe the problem in detail  **1.4.1.c.** ask for advice  **1.4.2.d**. judge the advice (to decide on whether to use it or not)  **1.4.2.** Give Advice  **1.4.2.a.** analyze the problem  **1.4.2.b.** critique on the problem  **1.4.2.c.** give advice | |  | |
| **5** | **1.3.** participate in small group discussion to **discuss** **a familiar current issue**, **give an opinion** and **agree/disagree** with opinions of others in a polite way | | **1.3.1.** Give and ask for opinions  **1.3.1.a.** express an opinion/feeling  **1.3.1.b.** expand/develop ideas  **1.3.1.c.** exemplify  **1.3.1.d.** ask someone’s opinion  **1.3.2.** Decide on your point of view: agree or disagree | | | **1.3.2.a.** express (strong) agreement/ disagreement  **1.3.2.b.** give details onagreement/disagreement  **1.3.2.c.** Comment on the strengths/ weaknesses of the opposing argument persuasively.  **1.3.2.d** Reach and present conclusions | **1.5. extending/ Accepting/ Declining offers** and **invitations** | |  | |
| **1.5.1.** extend offers and invitations  **1.5.1.a**. make an offer/ invitation  **1.5.1.b.** give the details of the offer  **1.5.1.c.** if accepted, arrange to details with the person  **1.5.1.d.** if rejected, ask the reason  **1.5.1.e.** evaluate the reason  **1.5.1.f.** decide whether to repeat your offer/invitation  **1.5.2.** Accept offers/ invitations  **1.5.2.a.** recognize the intention of the speaker | **1.5.2.b.** accept the offer/ invitation  **1.5.2.c**. arrange the details  **1.5.3.** Decline offers/ invitations  **1.5.3.a.** recognize the intention of the speaker  **1.5.3.b.** reject the offer/ invitation  **1.5.3.c**. justify your reason |
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| **6** | **1.3.** participate in small group discussion to **discuss** **a familiar current issue**, **give an opinion** and **agree/disagree** with opinions of others in a polite way | | | | | |  | |  | |
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| **7** |  | | | | | |  | | **1.1.** relating a sequence of events in the present, past or future in a simple presentation to two or more people for 3-5 minutes to tell a story, report an incident, describe a routine, describe a process or describe a series of pictures. | |
| **1.1.1.** Select the important information to be presented  **1.1.2.** Organize the information in a logical sequence  **1.1.3.** Present this information  **1.1.3.a.** use an introduction, development and conclusion  **1.1.3.b.** link ideas through the use of transitional markers  **1.1.3.c.** exemplify  **1.1.3.c**.summarize the main points of the presentation | **1.1.4.** Express opinions and feelings  **1.1.5.** Monitor clarity  **1.1.6.** Ask and deal with questions  **1.1.6.a.** ask the opinion of others at the end of the presentation  **1.1.7.** Design visual aids to support the presentation  **1.1.8.** Use appropriate voice and intonation |
| **8** | CHANGES TO THE INTERMEDIATE- BOOK | | | | | |  | | **1.1.** relating a sequence of events in the present, past or future in a simple presentation to two or more people for 3-5 minutes to tell a story, report an incident, describe a routine, describe a process or describe a series of pictures. | |