|  |  |  |  |
| --- | --- | --- | --- |
|  | **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 |
|
| **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 |  |  |
|
| **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. |