Lesson 3 “Calling in Sick at School”
Education – Intermediate Low

Assessment Application: Task 1: Students will participate in a role-played telephone call to the school office to explain an absence and will include 6 pieces of information.

Materials:
- Handout 1: Sick Today
- Handout 2: Reasons for Being Absent
- Handout 3: Calling the School
- Handout 4: Crossword: Calling in Sick at School
- PowerPoint Presentation if interactive whiteboard is available

Objective: Students will to call the school office to explain a school absence and include:
- Greet and identify themselves as a student
- Give and spell both their first and last names
- Identify their teacher, class, and classroom
- State a reason for being absent
- Give a date of return
- Use an appropriate closing

Key Vocabulary: absent, nervous, confident, message, reason

Warm-up/Review: Ask a few students to orally share their educational goals. Ask them what they think is important to being a responsible student. That information will help in this lesson and in lesson 4.

Introduction: State the Objective: Today you are going to learn to call the office and explain a school absence.

Presentation: Explain some of the responsibilities of being a student and that one of the main responsibilities is to attend regularly. Students need to let the teacher know if they can’t come to school. Write the office phone number on the board.

Go to www.eslhome.net and find the PowerPoint presentation for the Intermediate Low level. Review the presentation a few times: Read the slides to the class, view it again and read the questions and have the students read the answers, finally have one volunteer play the role of the caller and the other the role of the receptionist.

Practice 1: Pass out Handout 1: Sick Today. Preview the worksheet by asking several questions about calling the school. Allow 5 minutes for the class to read the story. Pair the students and have them practice the dialogue. Ask for volunteers to read the dialogue aloud to the class.
**Evaluation:** Ask the students some of the reasons why they might call in sick. Give a few examples of “good” and “bad” reasons and see if they can come up with more. Give out Handout 2: Reasons for Being Absent and review the worksheet with the students. Have them complete the exercises on their own. Emphasize that they need to come up with eight more reasons for being absent, not just rewrite the ones in Part A. Pass markers around the room and let the class write their answers and sentences on the board. Correct the answers with help from the class.

Have students fill in Handout 3: Calling the School. Pair them up and have them practice the dialogue with a partner. Quiz them by going around the room and playing the role of the school secretary. Ask a few students to present their calls to the class.

Students may complete Handout 4: Crossword: Calling in Sick at School as an optional exercise. If the students need help, you can put the word list on the board:

<table>
<thead>
<tr>
<th>Absent</th>
<th>Confident</th>
<th>English</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nervous</td>
<td>Office</td>
<td>Questions</td>
<td>Reason</td>
</tr>
<tr>
<td>Secretary</td>
<td>Teacher</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Application:** Assessment Task 1. Students will participate in a role-played telephone call to the school office to explain an absence.