



**FREEDOM ENGLISH ACADEMY**  
**COACHING FOR PROFESSIONAL JOBS**

# STM 3 - Book 3, Part 2

## Duration: 2 Days

v30.10.19

### **Objectives:**

1. To train the participants on last 26 lessons (113-138)
2. To brush upon their facilitation skills and reiterate the importance of peer learning

### **Material required:**

1. FHB & SWB 3
2. Stationery

# STM 2 - Book 3, Part 1

## Day 1

Timing	Objective	Activity / Tool	Trainer's/Trainees' Action
9:00-9:15 AM	<ul style="list-style-type: none"> <li>To make the trainees comfortable</li> <li><b>Meanwhile, trainer to send attendance to the managers</b></li> </ul>	Icebreaker	<ul style="list-style-type: none"> <li>Trainer's choice.</li> </ul>
9:15-9:30 AM	<ul style="list-style-type: none"> <li>Experience of Book 3 Part 1</li> </ul>		<ul style="list-style-type: none"> <li>Trainer to give overview of Part 2 lessons.</li> </ul>
9:30-9:45 AM	<ul style="list-style-type: none"> <li>Essential agreements for presentation</li> <li>Certification criteria</li> <li>Appointing cops (Grammar, Pronunciation, Discussion detective, Time management etc.)</li> </ul>	White board	<ul style="list-style-type: none"> <li>Trainer to share expectations of effective presentation (lesson plan / mind map, introduction to the lesson, relevancy of questions asked, board usage, workbook usage, etc.).</li> <li>Trainer to share Rating (3-5) criteria (minimum 3 to certify).</li> <li>Trainer to appoint cops and write their names on the board.</li> </ul>
9:45-10:30 AM	<ul style="list-style-type: none"> <li>Lesson Allocation &amp; planning</li> <li><b>Meanwhile, trainer to make LMS Batch and mark attendance on LMS</b></li> </ul>	Chart paper, colours, and other stationery	<ul style="list-style-type: none"> <li>Trainer to allot the lessons in pairs, keeping the experience and strength of the trainees in mind.</li> <li>Trainer to share that presentations will be given in pairs and either team member could be asked to do any step.</li> <li>Trainees to read references in FHB and watch A/V related to the lesson along with the lesson planning.</li> <li>Trainer to assist and guide trainees in case of any confusion.</li> </ul>
10:30-11:00 AM	<ul style="list-style-type: none"> <li>Presentations (Lesson</li> </ul>		<ul style="list-style-type: none"> <li>Trainer and Trainees to observe and note down the</li> </ul>

	<ul style="list-style-type: none"> <li>113)</li> <li>20 minutes of presentation (10 minutes each trainee), 10 minutes feedback session, 15 minutes discussion on lesson content and objectives</li> </ul>		<ul style="list-style-type: none"> <li>feedback for the presenter, mentioning areas of strength and improvement.</li> <li>Trainees to share ideas along with the feedback to make lessons more effective, if required.</li> <li>Trainer to give feedback and guide as per the requirement of the trainee</li> </ul>
11:00-11:15 AM	<b>Tea Break</b>		
11:15-11:30 PM	<ul style="list-style-type: none"> <li>Continue with Lesson 113</li> </ul>		
11:30-12:15 PM	<ul style="list-style-type: none"> <li>Presentation (Lesson 114)</li> </ul>		
12:15-01:00 PM	<ul style="list-style-type: none"> <li>Presentation (Lesson 115); Lesson 116 to be discussed</li> </ul>		
01:00-01:45 PM	<b>Lunch</b>		
01:45-02:00 PM	<b>Energizer</b>		
02:00-04:00 PM	<ul style="list-style-type: none"> <li>Presentation (Lessons 117 &amp; 119); Lesson 118 to be discussed</li> </ul>		<ul style="list-style-type: none"> <li>The following exercises to be discussed by the trainer as Trainees might find it difficult to understand: Lesson 117 - Exercise C ("Double Think," "Pair and Share").</li> <li>Trainer to discuss run on sentences</li> </ul>
04:00-04:15 PM	<b>Tea Break</b>		
04:15-05:55 PM	<ul style="list-style-type: none"> <li>Presentation (Lessons 121); 120 &amp; 122 to be discussed</li> </ul>		
05:55-06:00 PM	<ul style="list-style-type: none"> <li>Assigning lessons for Day 2, if any</li> </ul>		<ul style="list-style-type: none"> <li>Trainer to assign the remaining lessons in pairs or individually, keeping the strength and weakness of the trainees in mind.</li> </ul>

## Day 2

Timing	Objective	Activity / Tool	Trainer's/Trainees' Action
9:00-11:00 AM	<ul style="list-style-type: none"> <li>Presentation (Lessons 123 &amp; 124); Lesson 126 to be discussed</li> </ul>		<ul style="list-style-type: none"> <li>Lesson 124 - Trainer to give some examples or show any video to make trainees understand the lesson "Collocation."</li> </ul>
11:00-11:15 AM	<b>Tea Break</b>		
11:15-01:00 PM	<ul style="list-style-type: none"> <li>Individual Presentation (Lessons 125 &amp; 128); lesson 127 to be discussed</li> </ul>		
01:00-01:45 PM	<b>Lunch Break</b>		
1:45-02:00 PM	<b>Energizers</b>		
02:00-02:45 PM	<ul style="list-style-type: none"> <li>Individual Presentation (130); Lesson s129 &amp; 131 to be discussed</li> </ul>		<ul style="list-style-type: none"> <li>Trainer to ask any of the struggling trainees to present individually, if required.</li> </ul>
02:45-4:00 PM	<ul style="list-style-type: none"> <li>Lessons 129, 131 &amp; 132 to be discussed</li> </ul>		
4:00-04:15 PM	<b>Tea Break</b>		
4:15-04:45 PM	<ul style="list-style-type: none"> <li>Discussion (Lesson 133)</li> </ul>		
4:45-6:00 PM	<ul style="list-style-type: none"> <li>Discussion (Lessons 134-138)</li> <li>Declaring results</li> <li>Closure</li> </ul>		<ul style="list-style-type: none"> <li>Trainer to share the result with the trainees.</li> <li>Meanwhile, trainees to share learning from the training as an exit pass. Or Trainees to write learning from the training on the slips and paste them on the wall.</li> </ul>