



Punctuality discussion

Marcos Giménez Llorca
Ikrash Rashad



Co-funded by the
Erasmus+ Programme
of the European Union



Index

0. Introduction.....	3
1. Subject / Skill.....	3
2. Type of activity.....	3
3. Objectives.....	3
4. Time to develop the activity.....	3
5. Materials.....	3
6. Steps / Procedure.....	3
7. Appendix 1.....	4
8. Appendix 2.....	4
Worksheet: Tips to be punctual.....	4

Discussing punctuality with a video

0. Introduction

In-class activity for the whole group. The students watch a video clip created by other students presenting a situation where someone lacks a transferable skill (punctuality) and tips to acquire it. Activity designed by Marcos Giménez Llorca & Ikrash Rashad (Spain).

1. Subject / Skill

Punctuality

2. Type of activity

Working on the contents of a short video clip.

3. Objectives

By the end of the activity lesson learners will be able to implement strategies in order to be punctual.

4. Time to develop the activity

1 hour lesson.

5. Materials

Audiovisual devices, video clip, board and worksheet and photocopies.

6. Steps / Procedure

6.1 Warm-up: the teacher asks the students if they consider themselves punctual or not and encourages them to share their experiences and consequences.

6.2 The class watches the first part of the video of a student who lacks this skill

6.3 Brainstorming: The teacher writes on the board the students' ideas to prevent this situation.

6.4 The class watches the rest of the video presenting solutions.

6.5 The teacher hands out the photocopy Tips to be punctual for discussion.

6.6 Follow up: The students produce their own videos on this topic.

7. Appendix 1

Video script

- *Oh my god, I'm late!*
- *Why are you late?*
- *Sorry, I had homework and I lost track of time*
- *Ok, come on*
- *Ok, thank you*

8. Appendix 2

Worksheet: Tips to be punctual

1. Wear a watch.
2. Set alarms or take notes in your diary.
3. Make feasible plans and do not overload your schedule.
4. Get up when the alarm goes off.
5. Calculate the time each task takes.
6. Analyze in which situations you waste time and set time limits for these activities.
7. Make up your mind to arrive 10 minutes earlier. Waiting is better than being late.
8. Have a place for your keys, mobile phone and wallet so as not to waste time looking for them.
9. Plan and anticipate with a margin of error.
10. Learn to say no.