

**UNION UNIVERSITY OF TECHNOLOGY  
FACULTY OF FOREIGN LANGUAGES**

**Lesson plan**

Teacher	: Ayman El-Din El-Din
Classroom	: 4th Term Group 1000
Subject	: Reading
Topic	: Chapter 4 – Organizational, Technical Writing
Course level	: English for Business
Class size	: approximately 20 students
Students	: 1000th year students – Class Code 1000
Date of writing	: November 17 <sup>th</sup> , 2021

**Objectives of the lesson**

- To introduce to students the nature of Organizational, Organizational and writing, writing
- To generate students with the practice in Organizational, Organizational and how to make it
- To provide students with some useful materials: writing, writing, and appropriate

Activities	Materials	Teacher's roles
Pre-reading 20 minutes	<p><b>Activity 1</b>: Teacher shows students some pictures of business meetings, and they read and try to identify the speaker in each of the text.</p> <p>Class</p> <p>Group</p> <p>Circle</p> <p><b>Activity 2</b>: The whole class is divided into 4 big groups to discuss about some organizational/technical organizational that they know.</p>	
Main-reading 20 minutes	<ul style="list-style-type: none"> <li>- Organizational for students to read through the reading text "Some Business Writing" and then make a summary of the text.</li> <li>- Teacher, explain, read the, discuss, and</li> </ul>	