

4MAT/ LessonPlanning

Title/EAP
 Topic/ Teaching writing
 Theme/Writing Note-taking and summarizing

Date/
 Week/
 Lesson #5/

TimeRequired/ 100min

Lesson Planner(s)
 Aigul Zhoroeva

Materials needed:
 handouts, cards, computer/PPT

Objectives:
 SWAT: identify the main ideas and key information in a text; identify key features of a summary,
 Using noun phrases to summarize ideas; evaluating summaries of a text

Skills used: (L-S-R-W & critical Thinking)
 Reading, writing and critical thinking

Procedures

| Time/comp etency | Activities | |
|------------------|---|--|
| 5min | <ul style="list-style-type: none"> Warm-Up/ Motivation | <p>Work in pairs. Discuss items 1 -6 and decide which you agree with. Give reasons.</p> <p>A summary...</p> <p>1.includes your own ideas 4. includes all minor details 2.is much shorter than the original text 5. helps you to understand a text 3.includes all main and supporting details 6. is useful for future activities.</p> |
| 10min | <ul style="list-style-type: none"> Presentation Analysing note-taking strategies Group work Pair work | <p>1 Work in pairs. You are going to read a short text about leadership. Before you read, discuss questions 1-3.</p> <p>1 Do you think a leader should have a lot of power and make most of the decisions? 2 When might it be a good idea for a leader to share power with other people? 3 Would you rather work for: a a leader who controls everything? b a leader who shares power and responsibility?</p> <p>2. Read the following statement and answer questions 1 and 2.</p> <p>Task 2.2 'One style of leadership is suitable for all situations.'</p> <p>1. Work in pairs and discuss your initial response to the statement. 2. What areas might you need to research in order to prepare for a seminar discussion on this statement?</p> <p>Read the text and the notes. Identify which note-taking strategies 1-8 on p.073 are used:</p> |

Research questions: How/ many leadership styles are there? Are different styles better for different situations?

Autocratic leadership

Autocratic leaders hold on to as much power and decision-making as they possibly can. There is likely to be minimal consultation and employee input into decision making. Orders should be obeyed and employees should welcome the structured environment and the rewards they receive.

This style of leadership is most likely to be used when subordinates are unskilled,* not trusted, and their ideas are not valued. It is also more likely in an organization that focuses on results and has to make urgent decisions that depend highly on the manager. The style is likely to be accompanied by very detailed instructions and close supervision. In some situations subordinates may expect - and like - to be told what to do since there can be no second guessing or uncertainty.

Note: no evidence provided for any of the claims

Academic language:
Note-taking strategies

Note-taking strategies

- | | |
|--|--------------------------------|
| 1 underlining or highlighting | : highlighting anything useful |
| 2 translating words you do not understand | : research aims |
| 3 making notes mainly in your own words | : writing notes on everything |
| 4 writing down a lot of direct | : evaluating and criticizing a |
| | : thinking about and planning |
| | : research aims |

• Practice
Individual work
Pairwork

1. Look at each note-taking strategy in 3 and decide if they are *passive* or *active*.

Passive note-taking - accepting what you read or hear, and writing it down without reacting or thinking critically about what you are writing, or why.

Active note-taking - having a clear purpose for note-taking, evaluating what you read or hear, and thinking critically about what you are writing down, and why it is useful.

1 A key idea in the first sentence of the text is *holding on to power and decision-making*. Find words in the rest of the text that are related to this idea.

2 Read the notes summarizing the main ideas from the text. How might this person be planning to use their reading of the text in a seminar discussion?

Autocratic leaders = control and power - useful in unskilled non-creative job sectors - employees expect and are given instructions and supervision.

Pair work

Academic language:

Noun phrases (3)
Summarizing ideas using key nouns and

Key nouns and a related determiner can be used to summarize the main ideas within a text or section of the text.

Use definite determiners to refer to a specific example.

The rewards... This style of leadership... These studies... His ideas... Their own decisions...

Use indefinite determiners to refer to an idea in general.

An organization ... A culture...

One use of determiners is to summarize ideas within or outside a text.

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| determiners | <p><i>Employees are motivated by the benefits a company provides.</i> <i>The benefits are not actually mentioned in the text, but they are specific and will include things like paid holidays, pensions, bonuses, etc.</i></p> | |
| 10min | <p>1 Practice</p> <p>Using active note-taking strategies</p> <p>Individual work</p> <p>Pair work</p> | <p>1 Read the text on a different leadership style. Take notes using the approach in Task 2.3 as a model. As you take notes: try to use <i>active</i> note-taking strategies remember your response to the statement in Task 2.2.</p> <p>Laissez-faire leadership Laissez-faire means to 'leave alone'. In this leadership style the manager gives employees considerable freedom in how they do their work. Employees can set their own goals, make their own decisions, and resolve problems as they see fit. This may be an appropriate management style to use when employees can be trusted to do their job because they are motivated, skilled, and educated. It may be appropriate when working with a culture based around the individual, and where people can work successfully on their own.</p> <p>[lesā fe(ə)r]french -невмешательство</p> <p>2 Compare your notes with another student. Which active skills did you use?</p> <p>3 Look back at the summary notes in Task 2.6. Write similar notes summarizing the main ideas from the text on laissez-faire leadership.</p> <p>4 How are the ideas in the two texts connected? How could you link your notes on each text?</p> |
| 10min | <p>2 Practice</p> <p>Pair work</p> <p>Identifying and using summarising words and phrases</p> <p>Individual work</p> | <p>1 Look back at the texts in Tasks 2.3 and 3.1 and find the phrases below, Do they summarize an idea within the text or outside the text?</p> <p>the structured environment the rewards this style their own goals their own decisions</p> <p>2 Replace the phrases in italics in the text below with a suitable summarizing phrase, the structured environment the rewards the relationships the working process the personal characteristics</p> <p>¹A <i>strong, determined, and decisive personality</i> traditionally associated with a good leader is perhaps more associated with <i>a setting in which there is a strong hierarchy and chain of command</i> found in traditional manufacturing contexts.³ The <i>role of individuals and their position</i> within the hierarchy clearly determine how an individual is expected to behave in an organization. Employees were not expected to demand anything more than <i>the salary, holidays, pension, and bonuses</i> associated with their role. Today, however, <i>the way in which people are expected to work</i> plays a much more important role in determining managerial style.</p> |

| | |
|---|---|
| <p>Academic language: Noun phrases (4) Paraphrasing longer structures</p> | <p>Noun to avoid using exactly the same words to repeat an idea, lecturers and textbook writers often use a noun phrase instead of a longer structure (a clause or sentence). The noun phrase says the same thing in a different, more concise way.</p> <p>Two typical patterns of noun phrase are:</p> <ol style="list-style-type: none"> 1. Determiner + noun + prepositional phrase 2. Determiner + adjective(s) + noun <p>Compare these examples:</p> <p>Clause: In some situations employees may expect to be told what to do...</p> <p>Noun phrase: This expectation of being told what to do...</p> <p>Sentence: It may be appropriate when working with a culture based around the individual...</p> <p>Noun phrase: Such individualized cultures...</p> <p>Using noun phrases in this way often involves changing the class of a word, For example: <i>individual</i> -> <i>individualized</i> (noun -* adjective,), <i>expect</i> -> <i>expectation</i> (verb noun</p> |
| <p>Paraphrasing longer structures using noun phrases</p> <p>Pair work</p> | <p>1 Rewrite sentences 1-4. Use one of the noun phrase patterns in Academic Language to rephrase the underlined words, with the word in brackets as the head noun.</p> <p>Example: <i>Chapter 12 looks at how business became more global, (globalization)</i> <i>Chapter 12 looks at the globalization of business.</i></p> <ol style="list-style-type: none"> 1 The following chapter examines <u>how a laissez-faire business style has come to be adopted</u>, (adoption) 2 The arguments for a laissez-faire business style lack <u>a sufficient amount of evidence to support it</u>. (evidence) 3 An important aim of a successful business is <u>to build trust among its employees</u>, (building) <p>This discussion in this essay is limited to <u>what has caused this worrying situation to arise</u>, (cause)</p> |
| <p>Writing a summary of a paragraph</p> <p>Pair work</p> | <p>1. Read the paragraph on democratic leadership and the summary that follows. Identify the parts of the original paragraph that are included in the summary.</p> <p style="text-align: center;">Democratic leadership</p> <p>The democratic leadership style may not always work out, though. It is likely to be most effective when used with skilled, free thinking, and experienced subordinates who enjoy the relationships and chaos that can result from belonging to a highly effective team. Nevertheless, the democratic process may slow down decision-making and may prove costly. The style also requires a positive chemistry in the team and if this is absent, no amount of democracy can make the style work.</p> <p>Summary: Experienced, skilled, and open-minded employees work well in a team when relationships are good. However, democratic leadership can be slow and costly, and can fail without an effective team.</p> <p>1 Look back at your own notes from Task 3.3. Write summaries of autocratic and laissez-faire leadership styles using the summary in 1 above as a model.</p> |

| | | |
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| | | <p>2. Read the paragraph on trait theory and write notes on the main ideas. Use your notes to write a summary of the paragraph.</p> <p style="text-align: center;">Trait theory</p> <p>'She's a born leader' encapsulates the idea behind trait theory, which argues that some individuals are born with the characteristics that make them natural leaders. Trait theory suggests that leaders are different from other groups of individuals in that they consistently demonstrate the following characteristics: intelligence, self-confidence, determination, integrity, sociability. Interestingly, height and fluency in speech were often found to be common traits too, as were flat feet. Critics of trait theory believe that it fails to take into account the life experiences that can affect leadership.</p> <p>3. Compare your summary with a partner. Use questions 1-4 to evaluate (a) your own summary, and (b) your partner's summary. Is the summary:</p> <p>1. Complete (does it include the main idea from the original text)?</p> <p>2 Concise (is it significantly shorter than the original text)?</p> <p>1 Clear (is it easy to understand)?</p> <p>2 Creative (does the writer use their own language)?</p> |
| | | <p>Sample answer:</p> <p>In their text on Leadership theory, Clarke et al state that innate personality features underpin the concept of trait theory-that certain individuals are born to lead. However, others argue experience also impacts on leadership skills and qualities.</p> |

Lesson reflection:

What went well? What did the students /you like?

What challenges did you/presenter face? What needs to be improved? How?

2 Work in pairs. You are going to read a short text about leadership. Before you read, discuss questions 1-3.

4 Do you think a leader should have a lot of power and make most of the decisions?

5 When might it be a good idea for a leader to share power with other people?

6 Would you rather work for:

a a leader who controls everything?

b a leader who shares power and responsibility?

Read the following statement and answer questions 1 and 2. Task 2.2

'One style of leadership is suitable for all situations.'

1. Work in pairs and discuss your initial response to the statement.

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Read the text and the notes. Identify which note-taking strategies 1-8 on p.073 are used:

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Autocratic leaders = control and power - useful in unskilled non-creative job sectors - employees expect and are given instructions and supervision.

5. Read the text on a different leadership style. Take notes using the approach in Task 2.3 as a model. As you take notes: try to use *active* note-taking strategies remember your response to the statement in Task 2.2.

Laissez-faire leadership

Laissez-faire means to 'leave alone'. In this leadership style the manager gives employees considerable freedom in how they do their work. Employees can set their own goals, make their own decisions, and resolve problems as they see fit.

This may be an appropriate management style to use when employees can be trusted to do their job because they are motivated, skilled, and educated. It may be appropriate when working with a culture based around the individual, and where people can work successfully on their own.

[ləsɑ fe(ə)r]french -НЕВМЕШАТЕЛЬСТВО

5 Compare your notes with another student. Which active skills did you use?

6 Look back at the summary notes in Task 2.6. Write similar notes summarizing the main ideas from the text on laissez-faire leadership.

How are the ideas in the two texts connected? How could you link your notes on each text?

3 Look back at the texts in Tasks 2.3 and 3.1 and find the phrases below, Do they summarize an idea within the text or outside the text?

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4 Replace the phrases in italics in the text below with a suitable summarizing phrase, the structured environment the rewards the relationships the working process the personal characteristics

¹A *strong, determined, and decisive personality* traditionally associated with a good leader is perhaps more associated with *a setting in which there is a strong hierarchy and chain of command* found in traditional manufacturing contexts.³ The *role of individuals and their position* within the hierarchy clearly determine how an individual is expected to behave in an organization. Employees were not expected to demand anything more than *the salary, holidays, pension, and bonuses* associated with their role. Today, however, *the way in which people are expected to work* plays a much more important role in determining managerial style.

Noun phrase patterns

2 Rewrite sentences 1-4. Use one of the noun phrase patterns in Academic Language to rephrase the underlined words, with the word in brackets as the head noun.

Example: *Chapter 12 looks at how business became more global, (globalization)*
Chapter 12 looks at the globalization of business.

4 The following chapter examines how a laissez-faire business style has come to be adopted, (adoption)

5 The arguments for a laissez-faire business style lack a sufficient amount of evidence to support it. (evidence)

6 An important aim of a successful business is to build trust among its employees, (building)
This discussion in this essay is limited to what has caused this worrying situation to arise, (cause)

Writing a summary of a paragraph

4. Read the paragraph on democratic leadership and the summary that follows. Identify the parts of the original paragraph that are included in the summary.

Democratic leadership

The democratic leadership style may not always work out, though. It is likely to be most effective when used with skilled, free thinking, and experienced subordinates who enjoy the relationships and chaos that can result from belonging to a highly effective team. Nevertheless, the democratic process may slow down decision-making and may prove costly. The style also requires a positive chemistry in the team and if this is absent, no amount of democracy can make the style work.

Summary: Experienced, skilled, and open-minded employees work well in a team when relationships are good. However, democratic leadership can be slow and costly, and can fail without an effective team.

4. Look back at your own notes from Task 3.3. Write summaries of autocratic and laissez-faire leadership styles using the summary in 1 above as a model.

5. Read the paragraph on trait theory and write notes on the main ideas. Use your notes to write a summary of the paragraph.

Trait theory

'She's a born leader' encapsulates the idea behind trait theory, which argues that some individuals are born with the characteristics that make them natural leaders. Trait theory suggests that leaders are different from other groups of individuals in that they consistently demonstrate the following characteristics: intelligence, self-confidence, determination, integrity, sociability. Interestingly, height and fluency in speech were often found to be common traits too, as were flat feet. Critics of trait theory believe that it fails to take into account the life experiences that can affect leadership.

6. Compare your summary with a partner. Use questions 1-4 to evaluate (a) your own summary, and (b) your partner's summary. Is the summary:

1. Complete (does it include the main idea from the original text)?
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