

Scheme of Work: Modern Communication Technology

Introduction

In today's digital age, effective communication is crucial for success in all aspects of life. This scheme of work is designed to equip students with the skills and knowledge necessary to communicate effectively in a variety of contexts, including face-to-face interactions, telephone conversations, and online communication. The course will cover topics such as introduction to modern communication technology, modern methods of communication, online communication, telephone communication, and language register.

Week 1-4: Introduction to Modern Communication Technology

In the first four weeks of the course, students will be introduced to the basics of modern communication technology. This will include an overview of the different types of communication technology, such as computers, smartphones, and telephones, as well as the various methods of communication, including face-to-face interactions, telephone conversations, and online communication.

Lesson 1: Picture Discussion and Related Vocabulary

In this lesson, students will be shown pictures related to modern communication technology and will be asked to discuss the vocabulary associated with each picture. This will help students to develop their vocabulary and comprehension skills.

Lesson 2: Group Discussion and Plenary Presentations

In this lesson, students will be divided into groups and will be asked to discuss the topic of modern communication technology. Each group will then present their findings to the class, which will help students to develop their presentation and public speaking skills.

Week 5-8: Modern Methods of Communication

In weeks 5-8, students will learn about the different modern methods of communication, including email, text messaging, and social media. They will also learn about the advantages and disadvantages of each method and how to use them effectively.

Lesson 4: Modern Methods of Communication and Their Use

In this lesson, students will learn about the different modern methods of communication and how they are used in real-life situations. They will also learn about the importance of choosing the right method of communication for the situation.

Lesson 5: Comparing Communication Methods

In this lesson, students will compare and contrast the different modern methods of communication. They will discuss the advantages and disadvantages of each method and how they can be used effectively in different situations.

Week 9-12: Online Communication and Telephone Communication

In weeks 9-12, students will learn about online communication and telephone communication. They will learn about the different types of online communication, including email, instant messaging, and video conferencing, and how to use them effectively. They will also learn about the skills and strategies needed for effective telephone communication.

Lesson 7: Various Forms of Online Communication

In this lesson, students will learn about the different forms of online communication and how they are used in real-life situations. They will also learn about the importance of online etiquette and how to communicate effectively online.

Lesson 8: Using Wh-Questions

In this lesson, students will learn about the importance of using wh-questions in communication. They will learn how to use wh-questions to gather information and to clarify understanding.

Week 13-16: Telephone Communication and Language Register

In weeks 13-16, students will learn about telephone communication and language register. They will learn about the skills and strategies needed for effective telephone communication, including how to use formal and informal language, and how to use language register to convey meaning.

Lesson 13: Misuse of Modern Communication Technology

In this lesson, students will learn about the potential misuse of modern communication technology, including cyberbullying and online harassment. They will also learn about the importance of digital citizenship and how to use technology responsibly.

Lesson 14: Dialogue Communication

In this lesson, students will learn about the importance of dialogue communication in building relationships and resolving conflicts. They will learn how to use active listening skills and how to respond effectively in a conversation.

Week 17-20: Reading, Writing, and Vocabulary Practice

In weeks 17-20, students will practice their reading, writing, and vocabulary skills through a variety of activities, including reading comprehension, writing workshops, and vocabulary games.

Lesson 19: Interrogative Clauses

In this lesson, students will learn about interrogative clauses and how to use them to ask questions. They will practice using interrogative clauses in a variety of contexts, including conversations and writing.

Lesson 20: Formal Telephone Register and Word Games

In this lesson, students will learn about formal telephone register and how to use it effectively. They will also play word games to practice their vocabulary skills.

Week 21-24: Review and Assessment

In weeks 21-24, students will review and assess their learning throughout the course. They will participate in a variety of activities, including quizzes, tests, and presentations, to demonstrate their understanding of the material.

Lesson 25: Using Auxiliary Verbs

In this lesson, students will review the use of auxiliary verbs and practice using them in context. They will also learn about the importance of auxiliary verbs in communication.

Lesson 26: Distinguish between Habitual Past and I am Used to

In this lesson, students will learn about the difference between habitual past and I am used to. They will practice using these verb forms in context and learn about their importance in communication.

Differentiated Activities for Mixed-Ability Groups

Throughout the course, students will participate in differentiated activities that cater to their individual needs and abilities. These activities will include group work, pair work, and individual tasks, and will be designed to challenge and engage students of all abilities.

Group Work

Students will participate in group work activities that require them to work together to complete a task or project. This will help to develop their teamwork and communication skills.

Pair Work

Students will participate in pair work activities that require them to work with a partner to complete a task or project. This will help to develop their communication and collaboration skills.

Effective Online Collaboration Tools and Strategies

Throughout the course, students will learn about effective online collaboration tools and strategies that can be used to facilitate communication and collaboration. These tools will include online discussion boards, video conferencing software, and collaborative document editing tools.

Online Discussion Boards

Students will learn about the use of online discussion boards as a tool for collaboration and communication. They will participate in online discussions and learn about the importance of online etiquette.

Video Conferencing Software

Students will learn about the use of video conferencing software as a tool for collaboration and communication. They will participate in video conferences and learn about the importance of nonverbal communication.

Language Register and Formality

Language register refers to the level of formality used in communication, and it is an essential aspect of effective communication. In this section, students will learn about the different levels of formality, including formal, informal, and semi-formal language. They will also learn about the importance of using the appropriate level of formality in different contexts, such as in business, education, and social interactions.

Formal Language

Formal language is used in formal situations, such as in business meetings, academic writing, and official documents. It is characterized by the use of complex vocabulary, proper grammar, and a formal tone. Students will learn about the features of formal language and how to use it effectively in different contexts.

Informal Language

Informal language is used in informal situations, such as in social interactions, text messages, and social media. It is characterized by the use of simple vocabulary, colloquial expressions, and a casual tone. Students will learn about the features of informal language and how to use it effectively in different contexts.

Nonverbal Communication

Nonverbal communication refers to the process of conveying meaning without the use of words. It includes facial expressions, body language, tone of voice, and other nonverbal cues. In this section, students will learn about the importance of nonverbal communication and how to use it effectively in different contexts.

Case Study: Nonverbal Communication in Business

In this case study, students will learn about the importance of nonverbal communication in business. They will analyze a scenario where a business meeting is conducted without the use of nonverbal cues, and discuss the consequences of not using nonverbal communication effectively.

Facial Expressions

Facial expressions are an essential aspect of nonverbal communication. Students will learn about the different types of facial expressions, including smiles, frowns, and neutral expressions, and how to use them effectively in different contexts.

Active Listening

Active listening is the process of fully concentrating on and comprehending the message being conveyed by the speaker. It involves paying attention to the speaker, understanding the message, and responding appropriately. In this section, students will learn about the importance of active listening and how to use it effectively in different contexts.

The Importance of Eye Contact

Eye contact is an essential aspect of active listening. Students will learn about the importance of maintaining eye contact with the speaker and how to use it effectively in different contexts.

Paraphrasing and Summarizing

Paraphrasing and summarizing are essential skills for active listening. Students will learn about how to paraphrase and summarize the speaker's message, and how to use these skills effectively in different contexts.

Conflict Resolution

Conflict resolution is the process of resolving disputes and disagreements in a constructive and respectful manner. In this section, students will learn about the importance of conflict resolution and how to use it effectively in different contexts.

Case Study: Conflict Resolution in the Workplace

In this case study, students will learn about the importance of conflict resolution in the workplace. They will analyze a scenario where a conflict arises between two employees, and discuss the consequences of not resolving the conflict effectively.

Effective Communication in Conflict Resolution

Effective communication is essential for conflict resolution. Students will learn about the importance of active listening, empathy, and clear communication in resolving conflicts, and how to use these skills effectively in different contexts.

Cultural Awareness and Sensitivity

Cultural awareness and sensitivity are essential for effective communication in a diverse and globalized world. In this section, students will learn about the importance of cultural awareness and sensitivity, and how to use them effectively in different contexts.

Cultural Differences in Communication

Students will learn about the different cultural differences in communication, including verbal and nonverbal cues, and how to use this knowledge effectively in different contexts.

Avoiding Cultural Stereotypes

Students will learn about the importance of avoiding cultural stereotypes and how to use culturally sensitive language and behaviors in different contexts.

Technology and Communication

Technology has revolutionized the way we communicate, and it continues to play an increasingly important role in our personal and professional lives. In this section, students will learn about the impact of technology on communication, and how to use technology effectively in different contexts.

Case Study: The Impact of Social Media on Communication

In this case study, students will learn about the impact of social media on communication. They will analyze a scenario where social media is used to communicate with customers, and discuss the consequences of not using social media effectively.

Effective Use of Email

Students will learn about the effective use of email in communication, including how to write clear and concise emails, and how to use email etiquette in different contexts.

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