Unit 203: Provide guest service

# Sample lesson plan 3

**Course number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Course title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Tutor’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Lesson length:** 2.5 hours **Room:** \_\_\_\_\_\_\_\_\_

 **Lesson topic:** know the benefits of effective communication and how to overcome barriers to effective communication

|  |  |
| --- | --- |
| **Aims**: * By the end of the session the learner will know how effective communication is used to benefit a hospitality establishment
 | **Learning outcomes**: To enable learners to:* identify the benefits of effective communication
* describe how to overcome barriers to effective communication.
 |

| **Timing (mins)** | **Work to be covered** | **Teaching activity/assessment** | **Learner activity** | **Resources**  |
| --- | --- | --- | --- | --- |
| 5 | Registration and welcome | Take register. |  |  |
| 5 | Aims and objectives | Discuss the aims and objectives for the lesson.  | Learner discussion and Q&A. | Whiteboard |
| 10 | Recap previous session | Briefly recap on summary from previous class, direct questions to the class recalling knowledge from previous lesson.Discuss any follow up points or questions the learners may have from previous lesson. |  | Whiteboard |
| 15 | Introduction task 1 | Outline the focus of the lesson to include the benefits of effective communication and how to overcome barriers to effective communication.Using group discussion discuss experiences learners have encountered, read or heard about. Outline an example of where miscommunication has affected a situation. | Learner discussion and Q&A.List on the whiteboard examples of a situation where miscommunication has affected a situation. | Whiteboard |
| 50 | Main body of lesson:* identify the benefits of effective communication
* describe how to overcome barriers to effective communication.
 | Deliver **PowerPoint Presentation 3** Group activity to discover how to overcome barriers to effective communication. Pose the question: ‘*How would you better communicate with a guest who has limited English or hearing loss?’* display results on a whiteboard. Set a time limit of 20 minutes. Discuss/fill gaps as a class | Listen Take notesQ&A.Group discussion: Describe what they would do to better communicate with the guest who had limited English or hearing loss. | **PowerPoint Presentation 3** Pen/pencilNotebook  |
| 40 | Main body of lesson:* identify the benefits of effective communication
* describe how to overcome barriers to effective communication.
 | Task learners in groups to research and list using the internet a serious or funny example of mis understanding because of poor communication. Set a time limit of 20 minutes. Discuss/fill gaps as a class.  | Learner groups to describe or show the example from the research identifying the serious or funny examples of mis- understanding due to poor communication. | Whiteboard Internet access |
| 20 | Summary of session  | **Activity 1:** 1-minute paper. Learners to summarise the key learning covered in the lesson.Encourage peer-to-peer reflection and feedback on the exercise. Direct the discussion, and identify any points not picked up by the learners  | Learner discussion and Q&A. |  |
| 5 | Next session | Explain homework: **Worksheet 1** | Complete **Worksheet 1** | **Worksheet 1** |

|  |
| --- |
| **How learning is to be measured;*** Oral questions and answers

**Opportunities for embedding core skills:*** The use of research skills using IT
* Basic speaking and listening
* Basic writing skills to include spelling.
 |
| **Homework/research work*** Provide **Worksheet 1**
 |
| **Lesson evaluation** (delete as appropriate) | * Was the lesson better than expected
* As expected
* Worse than expected
 |
| **Lesson evaluation/comments** |
| **Suggestions/modifications for next lessons** |