

Worksheet 1 Plans and clear speech

Nam • Lesson 3 • 25 October 2026

Six short situations

Say a sentence for each situation. Explain your choice: arrangement, intention, or decision now. More than one form may fit when the meaning overlaps.

1. Your calendar confirms a buyer meeting tomorrow at 10:00.
2. You have decided to discuss a promotion, but have not arranged a time.
3. Your visitor asks for the address. You decide now to send it.
4. You and a customer have agreed on a visit this Friday.
5. Your team intends to review the sales plan next week.
6. A visitor needs transport. You decide now to call the driver.

My own arrangement: _____

My own intention: _____

Sound, word, phrase

Listen first. Notice your mouth. Repeat briefly, then use the word in your own phrase.

Four vowel groups	Vowels with r spellings
meet / team; too / food	here / near; first / turn
plan / map; shop / stop	four / door; start / part; share / air

Can we meet at three?

First, turn right.

Let's start at four and share the plan.

My two useful phrases

1. _____

2. _____

Adult practice adapted from PronPack 1.3 and 1.4. Intelligible accent variants are welcome. Specific pronunciation targets depend on what your teacher hears.

Worksheet 2 Separate direction cards

Cut the four cards apart. Give the host and visitor different cards. Do not show your route to the listener. All locations are fictional.

Visitor A Round 1	Host A Round 1
<p>You are at reception. You need Meeting Room A.</p> <p>Ask for directions. Listen, note the steps and check them.</p> <p>My route:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Route to Meeting Room A:</p> <p>Go straight on from reception.</p> <p>Go past the lift.</p> <p>Turn left at the end of the corridor.</p> <p>It is the first door on your right.</p> <p>Ask the visitor to check the route.</p>

Visitor B Round 2	Host B Round 2
<p>You are at reception. You need Meeting Room C.</p> <p>Ask for directions. Check one detail. Listen without looking at the host's card.</p> <p>My route:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Route to Meeting Room C:</p> <p>Take the lift to the first floor.</p> <p>Turn right.</p> <p>It is the second door on your left.</p> <p>Give the route in short chunks. Check that your visitor can find the room.</p>

Useful language: "How do I get to ...?" "Could you repeat the last part?" "So, I ..., then ...?"

Original information-gap task aligned with Business Result Unit 7, Practically speaking. Teacher keeps the host card in Round 1; Nam is the host in Round 2.

Worksheet 3 Nam's visit-planning cards

Fictional practice. All times are local Ho Chi Minh City time. Keep your information private. Your teacher has the manager's information.

Card 3A Round 1

It is Tuesday. Your visiting manager needs a 30-minute meeting to review the sales plan. Ask about availability and agree a workable plan.

Your schedule and rooms	Your intention and next action
10:00–11:30 Customer meeting 12:00–13:00 Lunch 14:00–15:00 Free	You intend to discuss the sales plan. You can send the location today.
Room A: free 14:00–14:30 Room C: free 14:00–15:00	Room C route: reception, lift to floor 1, turn right, second door on the left.

If a room becomes unavailable, offer an alternative. Confirm time, place, purpose and what you will do next.

My final agreement: _____

My next action: _____

Card 3C Round 2

The visit has changed. Ask your manager for the new arrival time. Arrange a new 30-minute meeting. Your customer call cannot move.

New constraints	Useful details
14:00–14:30 Customer call 14:30–15:00 Free Room C free 14:30–15:00	You still need to review the sales plan. You can send an updated invitation today.
A US senior colleague may join.	If asked, fit a 5-minute introduction inside the 30-minute meeting. Use the same Room C route.

Revised time, place and agenda: _____

What I will send and when: _____

Worksheet 4 Final check and homework

Final task: a meeting after a customer visit

Fictional Thursday. Your manager has separate availability. Prepare keywords for one minute, then arrange a 30-minute meeting.

Your information	What you need to achieve
13:00 Customer visit already arranged 15:00–16:00 Free Room D free 15:30–16:00	Explain your arrangement and intention. Handle a change in availability. Agree time, place and purpose.
You intend to review customer feedback. You can send the agenda today.	Give directions and check understanding. Confirm the next action.
Room D route: reception; lift to floor 2; turn left; first door on your right.	Use keywords, not a complete written script.

Final time and room: _____

Purpose and next action: _____

My reflection

One thing I communicated clearly: _____

One thing to practice: _____

My confidence today: 1 (very difficult) 2 3 4 5 (comfortable)

Homework: 10–15 minutes before the VNT lesson

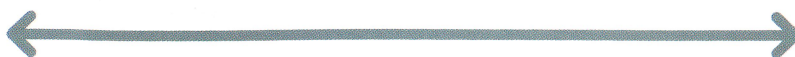
Record a 60–90-second invitation for a meeting. Include a plan, time, place and next action. Listen once. Improve two phrases and record again. Bring keywords and one question. You may rehearse aloud twice instead of recording.

Use an anonymized real situation or today's fictional visit. Keep confidential customer details out of your practice.

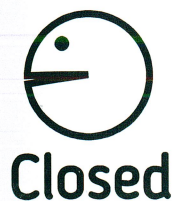
Original tasks and worksheets for Nam. The next two pages reproduce the supplied PronPack worksheets 1.3 and 1.4 for classroom use, with attribution intact.

1.3 Tongue Cats

Front



Back



Closed



Open



<p>ee</p>	<p>oo</p>
<p>a</p>	<p>o</p>

1 beat | boot
bat | pot

2 read | rude
hat | hot

3 mean | moon
map | pop

4 keep | room
gap | rob

5 cheap | tube
jam | job

6 least | loose
land | lost

7 keys | cool
lack | lock

8 seat | shoot
sat | shot

9 feet | food
fat | fond

10 team | soup
tap | top

11 bees | boots
match | boss

12 cream | group
gram | crop

1.4 R-Vowel Workout

	 	 	 	 	 
1	ear	earn	or	arm	air
2	beer	bird	board	bar	bear
3	beard	burn	born	barber	bare
4	dear	dirty	door	darling	dare
5	fear	first	four	far	fair
6	feared	firm	form	farm	fare
7	pier	purse	port	part	pear
8	tear (n)	turn	tour	tart	tear (v)
9	steer	serve	store	star	stair
10	hear	heard	horse	heart	hair
11	cheers	shirt	short	chart	chairs
12	gears	girl	course	card	cares
13	near	nurse	north	March	Mary
14	year	journey	your	jar	share
15	here	word	warm	hard	wear
	