Work and jobs ESL lesson plan (A2)

A2 (elementary) · 60 minutes · for English teachers · englishcue.app

Stage	Time
Warm-up	5–10 min
Vocabulary	15 min
Controlled practice	10 min
Grammar focus	10 min
Speaking	15 min
Wrap-up and homework	5 min

1. Warm-up (5–10 min)

- What do you do?
- Where do you work?
- What time do you start and finish?

2. Vocabulary (15 min)

Elicit each word before you give it, model the pronunciation, then check meaning with a quick question.

Word	Meaning	Example
colleague	a person you work with	My colleagues are very friendly.
customer	a person who buys things from a shop or business	The customer is always right.
salary	the money you get every month for your job	She has a good salary.
full-time	working the whole week, about 40 hours	I have a full-time job.
part-time	working only part of the day or week	He works part-time in a café.
meeting	a time when people come together to talk about something	I have a meeting at ten.
earn	to get money for work	How much does a nurse earn?
manager	a person who is in charge of a team or a shop	Can I speak to the manager?
employee	a person who works for a company	The company has 200 employees.
company	a business that makes or sells things	I work for a big company.

Grammar focus (10 min): Have to, don't have to, must, mustn't

Leo starts work at the Harbour Hotel. The manager, Ms Grant, explains the rules: "You have to wear a uniform. You don't have to work on Sundays. And you mustn't use your phone at reception." By the end of this lesson you can talk about rules, obligations and prohibitions.

Form	Pattern	Example
Have to	have / has to + base form	She has to wear a uniform.
Must	must + base form (no to, no -s)	I must call my mum!
Mustn't	prohibited	You mustn't smoke here.
Don't have to	not necessary	You don't have to pay. It's free.

Watch for: ~~He have to get up early.~~ → **He has to get up early.**. Third person: has to.

Speaking (15 min): Explain your job to a twelve-year-old

The learner has two minutes to explain what they do without technical words. You interrupt with a child's questions (Why? Who tells you what to do? Is it fun?). Then they explain it again to a professional in one minute.

Useful language

- I'm in charge of... / I'm responsible for...
- I deal with... / I report to...
- It's rewarding / demanding / repetitive.
- I work as a... / I work in...
- a deadline · a shift · overtime · a promotion
- I've been working there for...

Wrap-up and homework (5 min)

- Each learner says the three new words they will remember, and one sentence with each.
- Homework: write 80–120 words about work and jobs using at least six words from the lesson and the grammar point.
- Self-study: the A2 work and jobs vocabulary page on englishcue.app has a self-correcting quiz with all 22 words.

Work and jobs (A2)

Student handout · Name: _____ · Date: _____

A. Word bank

career · emails · interview · shift · retired · applied for · uniform · day off

B. Complete the sentences

Use a word from the word bank. Then compare with a partner.

1. Tomorrow is my _____.
2. My dad _____ last year.
3. She wants a _____ in fashion.
4. I answer about fifty _____ a day.
5. I'm working the night _____ this week.
6. Nurses wear a _____.
7. She _____ a job at the bank.
8. I have a job _____ tomorrow.

C. Talk with a partner

Ask and answer. Make notes of one interesting answer to report to the class.

1. Do you work alone or in a team?
2. What do you do on a typical day?
3. Do you like your job? Why?
4. What was your first job?
5. What job did you want when you were a child?

Write

Write 80–120 words about work and jobs. Use six words from the lesson.

Answer key

B. Complete the sentences: 1 day off · 2 retired · 3 career · 4 emails · 5 shift · 6 uniform · 7 applied for · 8 interview