



Lesson Plan

Date:

Duration: 2 hours

No. of participants: Level: Intermediate Topic: Using <i>myki</i> card	
Lesson aims: By the end of the lesson, participants should be able to use <i>myki</i> card for using public transport in Victoria.	
Specific learning outcomes: By the end of the lesson, participants should: <ol style="list-style-type: none">Understand key vocabularies<ul style="list-style-type: none">Top up machineAdultConcessionSenior/PensionerChild/youthFaresFines'Tap on' and tap off''Top up'Know how to tap on, tap off and top up	Assessment methods: Facilitators to monitor participants' learning by context and check understanding of key vocabularies through role play
Previous knowledge assumed: basic English	
Materials and equipment required: Whiteboard, markers, " Types of <i>myki</i> Card and Fare Machine ", " Tap On and Tap Off with <i>myki</i> Card " and " Top up with Fare Machine " handouts, clip from YouTube on How to Top Up with a Fare Machine, tablet or laptop	
Room layout: O shape	
General notes on differentiation / learning styles: facilitating techniques involve auditory, visual and kinaesthetic methods. Performing in front of the group is voluntary, so 'shy' participants will be catered for.	
Anticipated problems and solutions: <ul style="list-style-type: none">There might be some participants who are familiar with <i>myki</i> card already.<ul style="list-style-type: none">Facilitators can ask them to help me in to do role play later	



- **Some students may have difficulty differentiating between “on” and “off” and “up”.**
 - Drill on context understanding many times
 - Check understanding by asking participants to paraphrase in their own words what tap on, tap off and top up means; and role play
- **“Shy” students may not want to participate in the role play.**
 - This is okay. Facilitators can ask participants who have used top up machine before to do the role play.
- Students may find **certain handouts more challenging than others and requires longer time** to understand new vocabularies in the handouts. If this happens, just do one or two handouts in this class and do the other handout in the next class. You can do 2 or 3 classes on this topic. The important thing is students understanding the materials well at their own pace and enjoying the class.

Time	Facilitator activity	Participant Activity	Resources/Reference/Materials/Equipment
(10-15 min)	Introduction and ice breaker <ul style="list-style-type: none"> • Meet and greet - Introduction of any new participants (if relevant) • Ice breaker games or general catch up question such as “what interesting thing you did last week?” 	- Introduce themselves to each other - Play ice breaker game - Share to friends of interesting activity they did	Name tags/stickers Ice breaker handouts (if relevant) Pen and paper (if needed)
(10 min)	Introduce key vocabularies – fare machine, adult, concession, senior/pensioner, child <ul style="list-style-type: none"> • Distribute “Types of myki Cards and Fare Machine” handouts and use them to establish meaning through images and context • Pronunciation <ul style="list-style-type: none"> ○ Ask participants to repeat difficult words 	Look at images Listen Repeat the words	“Types of myki Cards and Fare Machine” handouts Markers
(25 min)	Introduce key vocabularies - fares, fines, tap on, tap off. <ul style="list-style-type: none"> • Distribute and use “Tap On and Tap Off with myki Cards” handout to establish 	Look at images Listen Repeat the words	“Tap on and tap off with myki cards” handouts



	meaning through context – facilitators to explain new vocabularies on the handout <ul style="list-style-type: none"> • Pronunciation <ul style="list-style-type: none"> ○ Ask participants to repeat difficult words 		
(10 min)	Introduce key vocabularies – top up <ul style="list-style-type: none"> • Distribute and use “Top Up Using a Fare Machine” handout to establish meaning through context – facilitators to explain new vocabularies on the handout • Pronunciation <ul style="list-style-type: none"> ○ Ask participants to repeat difficult words 	Look at images Listen Repeat the words	“Step by Step Instructions – How to Top Up Using a Fare Machine” handout
(5-10 min)	Break – Morning tea		
(1 min)	Show YouTube video – how to top up using machine https://youtu.be/N61XjVckZgw	Listen and watch the video	Ipad or laptop with video clip
(20-30 min)	Choose 2 participants to do role play: “ A tourist buying and topping up myki card at customer service counter” (make it fun!) <ul style="list-style-type: none"> - Tourist – need to buy a right type of <i>myki</i> card (doesn’t know the right one) and put money into it (doesn’t know how much money to put in); need to pay (doesn’t know how much to pay) - Customer service – explain what type of <i>myki</i> card the tourist need, ask where the tourist needs to go to know how much money to top up; explain how much is the cost for a new <i>go</i> card and total cost of new <i>myki</i> card with the top up money. Facilitators to facilitate if participants get stuck.	Two participants do role play The rest of the participants listen and observe	2 chairs or standing (no chairs needed)



	<p>Choose 2 participants to explain how to top up using a machine:</p> <ul style="list-style-type: none">- Participant A to explain step by step top up using cash.- Participant B to explain step by step top up using credit card.	Participants to explain verbally or write/draw on the board/flip chart to help them explain	Board/flipchart, markers,
(20 min)	<p>Conversation</p> <p>For large group (more than 10 people), break into small groups – to facilitate maximum opportunity for each person to speak. (A facilitator to help in each group)</p> <p>Key questions:</p> <ol style="list-style-type: none">1. Share an experience when you first get your <i>myki</i> card and topping up. How did you get the card? Who help you? Did you have any difficulties?2. Share an experience of your first travel on public transport. Did you take a train, bus, ferry etc? Where did you go? Was it an enjoyable journey? Why?3. Would you travel on public transport again? Why?	Each participant shares their story to the group.	Pen and paper if needed
5 min	<p>Conclusion and wrap up</p> <ul style="list-style-type: none">• What have you learn today?• Information about next class		