Lesson Plan © Easy Access English

Re-structure

EAE Learning objectives for this lesson

Vocabulary, linking words, structuring short and simple sentences

Preparation time 30 minutes

Introduction – Questions

1/ IKEA is in the process of a transformation. Is your department concerned?

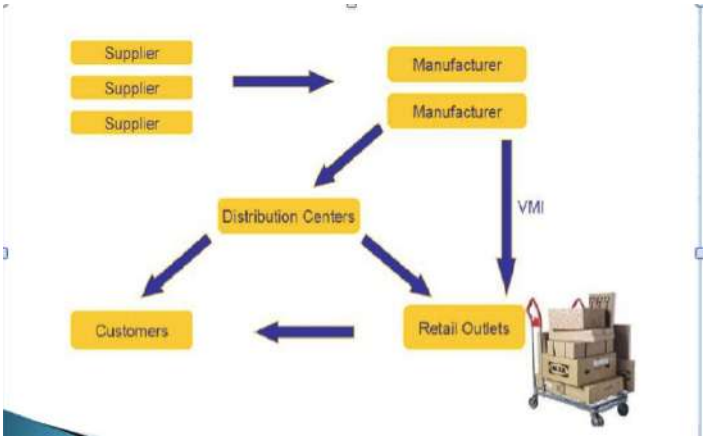
2/ Do you follow very structured processes in your work?

3/ Are you a person who likes structure in general?

Activity one – Structuring sentences
Read the information about word order

A **simple sentence** has only **one clause**
The co-worker is late
The delivery is broken

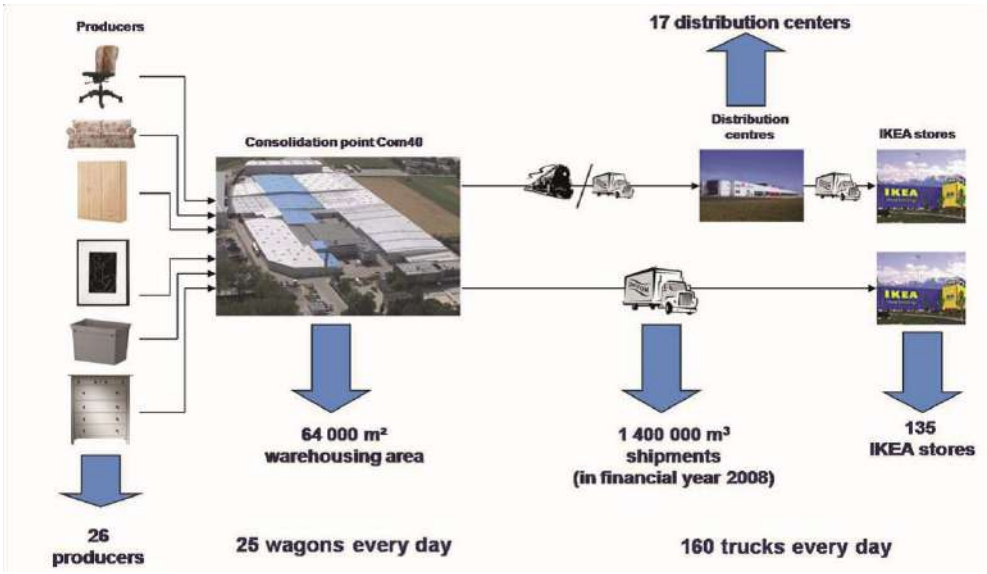
Compound sentences have **two or more clauses**
(We need to stay) **and** (finish the job)
(The delivery is late) **but** (we have no updates)



We use linking words to join ideas together. (conjunctions)

Activity two – structuring your ideas - LINKING WORDS
In English we use linking words to help create shorter sentences

However
Therefore
Furthermore / in addition
In conclusion
Firstly
Secondly
Finally



Here are some **examples** of the linking words being used

The delivery arrived at the right time, **however** it was broken
This shipment is not correct, futhermore the lorry is not full
Firstly the products are ……., secondly they are delivered to ……. and finally distributed to ……..

Activity three –
What tasks you do in your work on a typical day. Use linking words to make your sentences short and simple.



Are any of these tasks that you perform in your job
If you can, try to explain them to your teacher

- To monitor deliveries
- To record deliveries
- To check delivery notices
- To sort and seperate goods
- Take goods to the correct sales areas or overstock locations
- Loading the goods onto the racks and shelves
- Help the cooperation between sales and logistics departments
- Ensure correct quantities are sent to the stores
- Analyse shipments and deliveries
- Keep track of stock
- Inventory
- Inbound checks
- Solve mathematical problems

Activity four –
Explain a routine or process using short simple sentences and linking words.

For example:

- Daily routines
- Process for the delivery of goods
- Process for checking deliveries
- Process for planning deliveries
- How to analyse shipment information
- Sorting the deliveries



Activity five – How to assemble

Look at the picture and explain how to assemble this. Remember, use simple and short sentences with linking words.









Explain what is wrong with the pictures below







Activity six – Role plays

Act out one of the following role plays with your teacher

1. A new driver comes to talk to you and you explain where he has to park his lorry to unload the delivery
2. A new lorry arrives and you need to explain where to stock the new delivery to a co-worker
3. Talking to a delivery company you need to explain when the delivery should arrive
4. You help to train a new co-worker and you explain the systems of the Distribution center

Activity seven – Reading comprehension

Read the article and answer the questions below

REMEMBER – you don't have to understand all the words – look for the key words in the question, in the text.

Flat packs, stacks and how we ship them

To keep prices low, IKEA needs to get goods from suppliers to customer in the most direct and cost-effective way, and with the least harm to the environment. This applies both to how we transport goods by truck, boat or train, and how we handle them in distribution centers and stores. For example, flat packs and stackable products, allow us to transport and handle more products per trip. That means fewer trucks on the road and less CO2 emissions.

Logistics roles exist at every stage in the supply chain at IKEA, from the moment a product leaves the manufacturer to the moment it is in the hands of the customer.

Making sure that high volumes of IKEA products are available to customers and in perfect condition and at minimum cost, is a challenge that requires detailed planning and flexibility in a fast-paced environment.

Questions:

1. What does Ikea need to do to keep prices low?
2. How do Ikea transport goods?
3. What allows Ikea to transport and handle more products per trip?
4. This means fewer of what?
5. What condition do Ikea products have to be in when they are available to customers?

