Lesson Plan © Easy Access English

5S

EAE Learning objectives for this lesson

Practice the difference between Make and Do. Learn about the verb GET.
Reading and listening comprehension and role plays. Learn about the 5S method

Introduction – **Questions and Answers**
With your partner or teacher, ask and answer the questions below

- Do you use any type of methods in your workplace to organise your work?
- Which methods do you use?
- Have you ever heard of the 5S method?
- Do you think that workplace organizations like 5S can improve efficiency and safety?

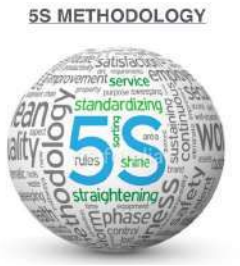
Activity One – Reading Comprehension
With your partner or teacher, read the following extract and answer the comprehension questions below
5S is a workplace organization method that uses a list of five Japanese words: seiri (整理), seiton (整頓), seisō (清掃), seiketsu (清潔), and shitsuke (躾). These have been translated as "Sort", "Set In order", "Shine", "Standardize" and "Sustain".The list describes how to organize a work space for efficiency and effectiveness by identifying and storing the items used, maintaining the area and items, and sustaining the new order. The decision-making process usually comes from a dialogue about standardization, which builds understanding among employees of how they should do the work.

In some quarters, 5S has become 6S, the sixth element being safety.

Other than a specific stand-alone methodology, 5S is frequently viewed as an element of a broader construct known as visual control, visual workplace, or visual factory. Western companies were applying underlying concepts of 5S before publication, in English, of the formal 5S methodology.

Here are some more details about the 5S method:
Sort (Seiri)
Seiri is sorting through all items in a location and removing all unnecessary items from the location.

Goals:



Reduce time loss looking for an item by reducing the number of items.
Reduce the chance of distraction by unnecessary items.
Simplify inspection.
Increase the amount of available, useful space.
Increase safety by eliminating obstacles.

2S – simple floor marking.
Seiton is putting all necessary items in the optimal place for fulfilling their function in the workplace.

Goal:

Make the workflow smooth and easy.

3S – cleanliness point with cleaning tools and resources.
Seiso is sweeping or cleaning and inspecting the workplace, tools and machinery on a regular basis.

Goals:

Prevent deterioration.

4S Standardize (Seiketsu)
Seiketsu is to standardize the processes used to sort, order and clean the workplace.

Goal:

Establish procedures and schedules to ensure the repetition of the first three 'S' practices.

Goal:

Ensure that the 5S approach is followed.

5S in lean product & process development
The output of engineering and design in a lean enterprise is information, the theory behind using 5S here is "Dirty, cluttered, or damaged surfaces attract the eye, which spends a fraction of a second trying to pull useful information from them every time we glance past. Old equipment hides the new equipment from the eye and forces people to ask which to use"



<u>Comprehension questions</u>

1. Which language is the methodology based on?
2. What does the list describe?
3. What does the method build among employees?
4. In your own words, what is 'Sort'?
5. What are the goals for the 'Set in Order' section?
6. Which section has a goal of making workflow smooth?
7. What is the theory behind 5S?

<u>Activity Two</u> – Make VS Do
There is often confusion as to when these words should and should not be used

Make -
Product, Material / Origin (made in China / make a)
Produce a reaction (make someone smile, make someones day)
Plans and Decisions (make a plan / make a decision)
Speaking and Sounds (make a noise / make a sound)
Food, Drink and Meals (make dinner / make lunch)
Certain expressions (make amends / make a fuss / make peace / make friends/make a mess)



Do -
Work, Jobs and Tasks (do your job / do work / do the shopping)
Non-specific activities (do the dishes / do something / do nothing / do anything / do everything)
Certain expressions (do good / do bad / do your hair / do your nails)

Activity Three – Practice

Fill in the gaps with make or do (you might need to change the tense)



1, What do you _____ for a living?

2, Don't forget to _____ your persentation before the end of the day

3, Have you _____ a decision?

4, The delegates _____ a mess in the conference room

5, Please can you _____ dinner tonight for our colleague

6, I only _____ one mistake in the meeting



7, My colleague _____ the shopping

8, They _____ a lot of money

9, I _____ my best, but I am not sure if it was good enough

10, It is sunny outside, let's _____ something

11, They _____ a lot of business in China

12, What are you _____ tonight?

13, He _____ fun of her accent

14, Could you _____ me a favour

15, Hearing the news _____ my day

Activity four – Listening Comprehension

Listen to the song and fill in the gaps – Look what you made me do, Taylor Swift



I don't like your little _____
Don't like your tilted stage
The role you made me _____
Of the fool, no, I don't like you
I don't like your perfect _____
How you laugh when you lie
You said the gun was _____
Isn't cool, no, I don't like you (oh!)

But I got smarter, I got harder in the nick of time
Honey, I rose up from the dead, I do it all the _____
I've got a list of names and yours is in red, underlined
I check it once, then I check it twice, oh!

Ooh, look what you made me do
Look what you _____ me _____ x4



CONTINUED ON THE NEXT PAGE.....

I don't like your _____ keys
They once belonged to me
You ask me for a place to sleep
Locked me out and threw a feast (what!?)
The world moves on, another _____ , another drama, _____
But not for me, not for me, all I think about is karma
And then the _____ moves on, but one thing's for sure (sure)
Maybe I got mine, but you'll all get yours

But I got _____ , I got _____ in the nick of time (nick of time)
Honey, I rose up from the dead, I do it all the time (I do it all the time)
I've got a list of names and yours is in red, underlined
I check it _____ , then I check it _____ , oh!

Chorus

don't trust nobody and nobody trusts me
I'll be the actress starring in your bad dreams x 4

Activity Five – Let's GET going



There are different ways to use the verb 'GET' in English
What do you already know about this verb?

1, To arrive / To reach at a place
I got home late / I need to get to work / We have to get to the cinema by 10pm

2, To receive / To obtain / To buy
I got a lot for my birthday / We got money for Christmas / I got a rose for valentines day

3, To earn
I get 10$ per hour / I don't get a lot of money each month / Did you get your wages this week?

4, To bring / fetch
Can you get a pen for me please? / Could you just get some more paper towel please? / He went to get some more coffee for the machine

5, To understand
I don't get it / Did you get the message of the film? / Do you get the lesson?

6, To be affected by/ to catch
I got a cold last week / I think I am getting sick / I always get ill in the winter



7, to catch / to take
I need to get the train at 7am in the morning / I got the plane at 5pm

8, To have a strong effect on
That film really got to me / It gets me every time

9, To become / To show a change of state
I am getting hotter / It gets dark very early in the winter / Don't touch the pot until it gets cool

Do you have any questions about this verb after reading all it's uses?

Activity Six – Over to you



Write the meanings of 'GET' in the following sentences

I got a book for my Christmas _____
I get $700 a month._____
Can you get some paper for me?_____
Do you get this verb?_____
He got the hiccups and I couldn't get rid of them _____
I got the 4.55 train to New York._____
That story really got me._____

Activity seven

Reading comprehension



Vocabulary:

decluttering – to simplify or get rid of mess, disorder, complications, etc.
criterion – a standard by which something can be judged or decided
concerted – done in a planned and deliberate way
stockpiles – a large supply of something that is kept for future use
eschews – to avoid using, accepting or participating in
nifty – particularly good, skilful, or effective
faulty – not working or made correctly
Rebound – If an action rebounds on you, it does not have the effect you hoped for but has an unpleasant effect on you instead
Reverting – to return to a previous state, practice, topic, etc.
discarding – to throw away
designating – to give something a specific status. If you designate your house an opera-free zone, it means that you've officially declared that no opera is allowed to be played there
stacked – a pile of things arranged one on top of another
delight – great pleasure / joy
delve – to search for information about something

The Life-Changing Magic of Tidying Up: The Japanese Art of Decluttering and Organizing

Does it spark joy? If not, discard it! With this simple mentality, Marie Kondo teaches people how to revitalize their homes and, by extension, their lives.

Marie Kondo has the astonishing ability to make tidying sound exciting. In her book, “The Life-Changing Magic of Tidying Up: The Japanese Art of Decluttering and Organizing,” Kondo teaches people how to arrange their homes in such a way that they are surrounded only by things they truly love. Her selection criterion is simple: “Does it spark joy?” If the answer is no, get rid of it.

We live in a world swamped with organizing tips and storage solutions, which are all part of the concerted effort to deal with our stockpiles of stuff. Kondo eschews all of that. She doesn’t believe that nifty solutions and tips are going to permanently deal with the clutter that haunts most households.
She writes: “Those storage ‘solutions’ are really just prisons within which to bury possessions that spark no joy.”

People who rely on faulty storage methods will continue to rebound, reverting to the cluttered state that creates so much extra work and stress. Many will continue trying to tidy a little bit every day, which, as Kondo points out logically, means “you’ll be tidying forever.”

Kondo's method, rather, is to tidy everything, all at once, in such a way that you'll never have to do it again. She divides tidying into two parts – discarding and organizing. She recommends discarding by category, bringing all items together in your home and sorting through them, one by one. If anything doesn't spark joy immediately, it should be discarded. At the end you'll probably have a fraction of the possessions you started with.

The organizing part of her method means designating a place for each thing and limiting storage to a single location in your home. Kondo recommends vertical storage, i.e. folding clothes so they are stacked on end in a drawer and each piece is visible.

Kondo's method is unique because, in a way, she gives permission to people to let go of things to which they've clung for too long. Even I, who thought I'd reduced my possessions to a sensible level, suddenly felt comfortable letting go of several bags of clothes that no longer delight me.

"When we really delve into the reasons for why we can't let something go, there are only two: attachment to the past or a fear for the future."

Comprehension Questions

1, What is Marie Kondo's selection criterion for deciding whether or not to keep something?
2, How many stages are there in Marie Kondo's organisational technique? Name them:
3, According to Marie, what are the only 2 real reasons people have for not wanting to let go of something they no longer need?
4, Do you think you need to apply Kondo's tidying method to your own house?
5, What kind of items do you think you have too many of?
6, Can you think of at least one of your personal items that "sparks joy"?



Activity eight - 5 S in your life - 5 S methodology - Lean organisation method.

Are you a lean machine? Let's find out if you are optimising your organisation at work and at home.

Answer each question and add up your points to find out which kind of organiser you are:
A 4 points
B 3 points
C 2 points
D 1 point

Results:
15+ - You're a lean machine. Congratulations!
12-14 - Your method is working. You just need to finetune those organisational skills and you'll be a lean machine in no time!
8-12 - You're sometimes scatterbrained. You need to up your game!
4-7 - You're a chaotic case! It's time to train your brain and become more methodical!

Grammar point:
Let's also look at some different ways we can use **get**, **make** and **do** in this context.

1. How often do you make your bed when you wake up?

A. Every morning
B. Often but not every day (3-4 times a week)
C. Rarely (once or twice a week)
D. Never!

2. How often do you lose things?

A. Very regularly! You frequently lose your items of high importance (phone, wallet, keys...) and it happened at least once in the last month.
B. Occasionally: You lost something important within the last year.
C. Rarely It doesn't happen to you often and you haven't lost anything for over a year.
D. Never. You are very well organised and you can't remember the last time you lost something.

3. When you are at work and you get distracted by a colleague who wants to chat, how easy is it for you to get back to the task you were doing and regain your focus?

A. Very easy. You are an experienced multitasker and have no difficulty switching between your social and professional activities.
B. Normally it's not a problem but if you are distracted by someone who tells you something very exciting or alarming regaining focus can be a challenge.
C. It depends on the day and how you are feeling. Sometimes you find it easy to regain your focus and sometimes it can be very difficult.
D. It's a bad idea for your colleagues to distract you while you're working. Once you lose concentration you seldom manage to go back to whatever it was you were doing and apply the same level of focus.

4. When faced with a difficult decision to make at work or in your personal life, how easy is it for you to make up your mind?

A. You are strong minded and it's never difficult for you to make a decision no matter what it's about.
B. You normally find decision making fairly straightforward because you are logical, down to earth and good at weighing up the pros and cons.
C. It depends on your state of mind – The kind of day you've been having and how much sleep you've had influence your ability to make choices.
D. You are a very indecisive person and it's never easy for you to make up your mind.

5. When you get emails at work or from your friends, how long does it normally take you to reply?

A. You are very reactive to emails and your correspondents normally receive a reply within the hour. Your inbox is well organised into and folders and categories.
B. Your contacts will usually receive a reply within 24 hours of emailing you.
C. Reading and responding to the messages in your inbox is not your first priority but you will reply when you get round to it. This is why you sometimes take a few days to respond.
D. You rarely reply to emails unless they are marked as urgent or until your correspondents chases you up. Your inbox is badly organised and always full with unread messages.

Activity nine – Role Plays

With your teacher or partner, act out the following role plays

1. You get a new assistant and they completely change everything around in the office and make a big mess, you try to confront them about why they have made all these changes.

2. You discuss with your manager how the team could be more efficient using the 5S method.

3. A Japanese company has come to take over a France company. They discuss how they are going to change and improve the existing company using the 5S method.

