

### LESSON 4 GOAL Plan an event

**BEFORE YOU LISTEN**

**VOCABULARY** • Planning and running an event Read and listen. Then listen again and repeat.

1 send out the announcements

2 set up the room

6 a microphone / a mike

7 a handheld mike

3 set up the projector

4 put up the signs

5 check the sound system

8 a lapel mike

9 hand out the agenda

10 a handout

11 Introduce the speaker / the guest

**PAIR WORK** Which of the activities in the Vocabulary have you done yourself or seen someone do? Which activities would you volunteer to do?

**LISTENING COMPREHENSION**

**LISTEN TO CONFIRM** Listen to the conversations and check the items and equipment they mention.

☐ agendas

☐ announcements

☐ coffee

☐ desks

☐ hand-held mikes

☐ handouts

☐ lapel mikes

☐ podiums

☐ projectors

☐ signs

☐ snacks

☐ tickets

**LISTEN FOR MAIN IDEAS** Listen again. Use the Vocabulary and the causative to complete the statements.

**Conversation 1**

1 Brian's going to get his ..... to ..... before the event.

2 Brian will also try to get ..... to ..... the morning of the event.

**Conversation 2**

3 Myra's going to get her ..... to ..... in each room, and they'll make sure there's a choice of mikes for each speaker.

4 She's also going to get them to ..... in each room.

**Conversation 3**

5 Lester's going to get people to ..... with enough chairs for 30 to 40 people.

6 He's also going to get people to ..... at the podium and introduce each speaker.

### NOW YOU CAN Plan an event

**GROUP WORK** Plan an event for your class, school, or community. Fill out the form. Discuss each person's strengths and weaknesses and assign who will be responsible for each activity.

**TYPE OF EVENT**

\_\_\_\_\_

**LOCATION**

\_\_\_\_\_

**DATE AND TIME**

\_\_\_\_\_

	What do you need to get done before the event?	Who will get it done?
BEFORE EVENT		
DURING EVENT		

**Some Ideas**

- a special meeting
- a talk or a speech
- an "English practice" day
- a Top Notch TV day
- a Top Notch Pop karaoke show

**RECYCLE THIS LANGUAGE.**

Are you organized and self-motivated? Do you procrastinate and put things off? That might be difficult. (I've) got a lot on (my) plate. Gee, I'm sorry. I'll think of something.

Let me see what I can do. Hey, I have an idea. How can I help? No sweat! Thanks a million! I owe you one.

44 Nathan's really organized. Why don't we get him to ... ?

45 I'm not really good with technology, but I can get people to ... ?

**DISCUSSION** Present your plans to your class. Be sure to use the causative with get and the passive causative with have. Then choose the best plan.

34 UNIT 3

UNIT 3 35

Teacher Resources

Top Notch TV

Top Notch Pop

Assessment

Lesson Planner

Help

15:35

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