

4 Write a word that is similar in meaning to the underlined part.

- The kindergarten teacher wrote on the large, easily erasable board.  
\_ h \_ t \_ b \_ a \_ d
- Hang the set of pages that show the days, weeks and months of a specific year. \_ a \_ e \_ d \_ r
- The kids washed their hands in the large, open container that fills with water. \_ i \_ k
- Clean the area of glass in the wall of a building that allows light and air in. w \_ n \_ o \_
- The teacher prepared the room where classes take place in a school. c \_ a \_ s \_ o \_ m

5 Listen and read the email again. What object in the classroom can be used again this year?

## Listening

6 Listen to a conversation between a teacher and an assistant. Check (✓) the tasks that the woman intends to do.

- set up the whiteboard
- find some extra chairs
- oversee craft supplies
- hang the bulletin board
- arrange all the desks

7 Listen again and complete the conversation.

**Teacher:** We need to 1 \_\_\_\_\_ to get the classroom ready.

**Assistant:** No problem. What duties do you want me 2 \_\_\_\_\_ ?

**Teacher:** Can you find four more 3 \_\_\_\_\_ ?

**Assistant:** Sure. There are some extra ones 4 \_\_\_\_\_ .

**Teacher:** Great. I'll be in charge of craft supplies. I'll also set up the 5 \_\_\_\_\_ and bulletin board.

**Assistant:** Okay. Do you have any other tasks for me?

**Teacher:** No, I think we're in good shape.

**Assistant:** Excellent. I want the kids to like 6 \_\_\_\_\_ .

## Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

### USE LANGUAGE SUCH AS:

*What duties ...?*

*Can you count ...?*

*... there are some ...*

**Student A:** You are a teacher.

Talk to Student B about:

- preparing the classroom
- desks and chairs
- what you will do

**Student B:** You are an assistant.

Talk to Student A about your duties.

## Writing

9 Use the email and conversation from Task 8 to write the teacher's to-do list.

# To-Do List

Desks and chairs: \_\_\_\_\_

Sink: \_\_\_\_\_

Windows: \_\_\_\_\_