

- 4 Place the words from the word bank under the correct headings.

Word BANK

email conversation
classroom letter class webpage

Spoken	Internet-based	Paper-based

- 5 Listen and read the letter again. When are teachers available for brief conversations?

Listening

- 6 Listen to a conversation between a parent and a teacher. Mark the following statements as true (T) or false (F).

- ___ The student is unable to go to school.
- ___ The student needs to see a dentist.
- ___ The man prefers to be contacted by text message.

- 7 Listen again and complete the conversation.

Parent: By the way, I may need to 1 _____
_____ Jake during the school day.

Teacher: How come?

Parent: Well, he has a toothache. I'm hoping the dentist has 2 _____.

Teacher: So you're waiting on 3 _____?

Parent: Exactly. I'll update you when I know more. What's the best way to 4 _____?

Teacher: My preference is a 5 _____.

Parent: Your number's stored in my 6 _____
_____. I'll text you.

Teacher: I'd appreciate it. And I'll monitor Jake closely in the meantime.

Speaking

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

USE LANGUAGE SUCH AS:

By the way ...
I'll update ...
My preference is ...

Student A: You are a parent. Talk to Student B about:

- picking up a student
- the student's medical issue
- getting in touch with the teacher

Student B: You are a teacher. Talk to Student A about a student.

Writing

- 9 Use the letter and conversation from Task 8 to complete the teacher's contact information.

**Ms. Beasley's
Contact Information**

Phone and email: _____

Class webpage: _____

Office hours: _____