**Making Arrangements 9. + 10. Stunde**

***Meetings (preparation + agenda + minutes)***

**Hinweise zur Deckung des Förderbedarfs und zur Durchführung:**

**Differenzierung nach Neigung / Lernniveau / Lernhilfe**

***1. Preparing a meeting***

a. Sammlung / Vokabelvorentlastung mittels Visualisierung (Folie / Dokumentenkamera)

b. Abgleich mit Text im Buch S. 81

***2. Writing an agenda***

Folie / Dokumentenkamera: Visualisierung *agenda*

*„This is also part of our preparation.“*

**S schreiben *agenda:***

*(lower) intermediate:* Mediation ins Deutsche, Buch S. 80, ggfs. mit Wörterbuch

*advanced:* Mediation ins Englische, LHB Musterlösung zu Aufgabe im Buch, ggfs. mit Wörterbuch

🡪 anschließende *peer correction* durch Austausch

***3. Taking the minutes,* Leseverstehen Buch S. 82**

Thematisierung der Rollenverteilung in Meetings:

*chairperson/chairman/-woman, minute-taker, participant*

*“We also have to take the minutes.”*

**Hinweise zur Art der Differenzierung:**

**Differenzierung nach**

**a) entweder Neigung** Wortschatzarbeit mit Wörterbuch (Clarifier)  
 Text zusammenfassen (Summarizer)

Fragen an Text stellen (Questioner)

**b) oder Lernniveau** Clarifier (lower intermediate)

Summarizer (advanced)  
 Questioner (intermediate)

**Hinweise zur Durchführung:**

Die Arbeitsanweisungen für den ersten Teil der Aufgabe befinden sich komplett auf den Rollenkarten.

Danach schließt sich die Methode *„one stay, two stray“* an:

Die Lehrperson gibt folgende Arbeitsanweisung:

Die *clarifiers* bleiben sitzen.

Die *summarizers* gehen (dem Uhrzeigersinn nach) eine Gruppe weiter.

Die *questioners* gehen (auch dem Uhrzeigersinn nach) zwei Gruppen weiter.

🡪 Resultat: neue Gruppenzusammenstellung

🡪 Aufgabe: erneute Durchführung von *step two*

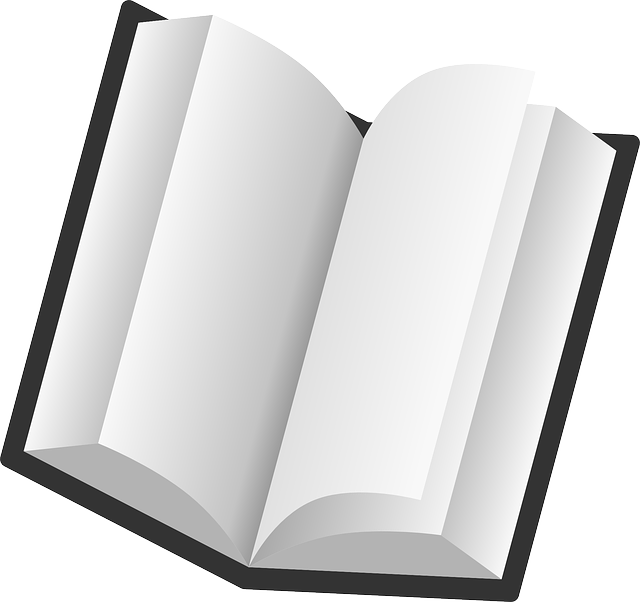


*adapted from:*

*Christin Grieser-Kindel u.a., Method Guide – Methoden für einen kooperativen und individualisierenden Englischunterricht, Schöningh: Paderborn 2009*

**Successful Reading**

**You are the CLARIFIER**



**STEP ONE**

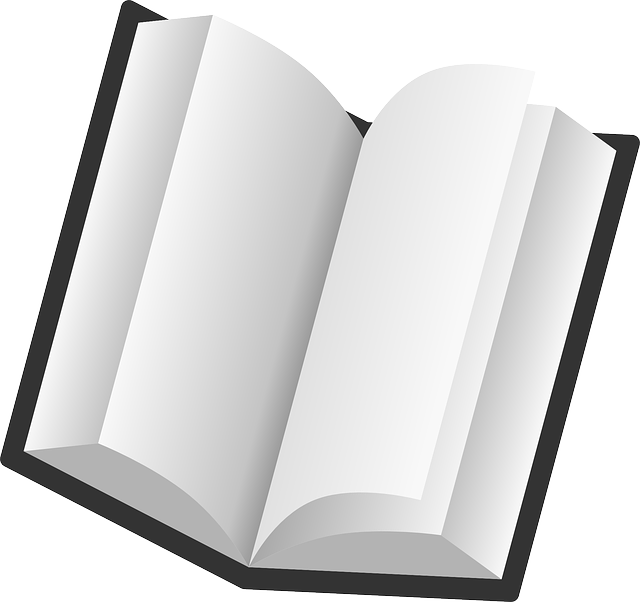
* Read the section silently.
* Make a list of all unclear or difficult words.  
  Find the matching translations in your dictionary.
* Choose the five most difficult new words and prepare to explain them in English.

**STEP TWO**

* Meet your teammates and explain the five words (the word itself is taboo!). Your team members find out the meaning and give German translations.

**Successful Reading**

**You are the CLARIFIER**



**STEP ONE**

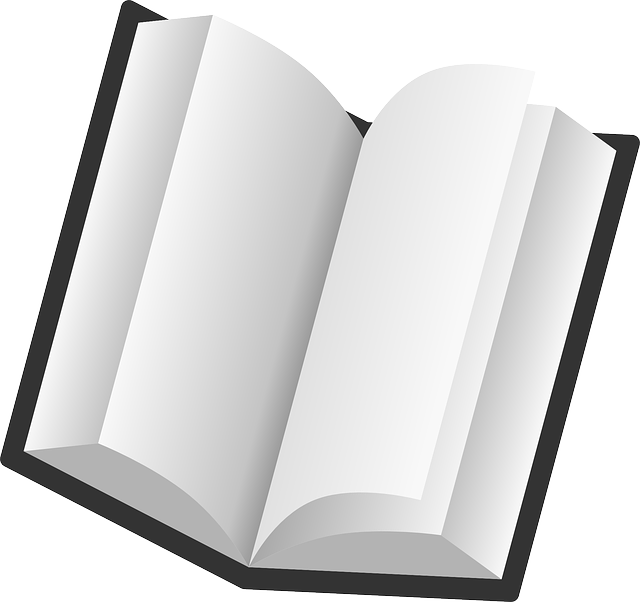
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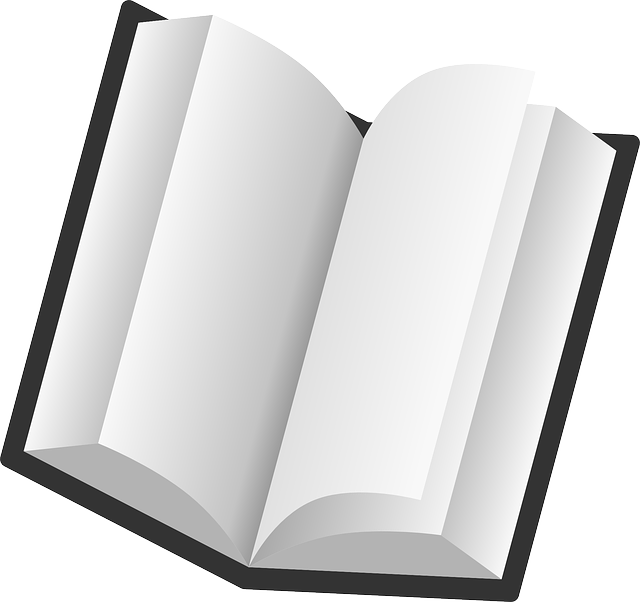
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**Successful Reading**

**You are the SUMMARIZER**



**STEP ONE**

* Read the section silently.
* Focus on general facts.
* Make a list of all facts:   
  Your list consists of two columns:

- left column: English  
- right column: German

* Do not use a dictionary yet – leave gaps …

**STEP TWO**

* Meet your teammates and present your list. Your team members – especially the clarifier – help you with the completion of it.

**Successful Reading**

**You are the SUMMARIZER**



**STEP ONE**

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**Successful Reading**

**You are the SUMMARIZER**



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* Focus on the general facts.
* Make a list of all facts:   
  Your list consists of two columns:

- left column: English  
- right column: German

* Do not use a dictionary yet – leave gaps …

**STEP TWO**

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**Successful Reading**

**You are the SUMMARIZER**



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**Successful Reading**

**You are the QUESTIONER**



**STEP ONE**

* Read the section silently.
* Write down five important questions about the text.  
  (Refer to your workbook, p. 8 for grammar support on question formation.)
* Number your questions and provide answers on a separate sheet of paper.

**STEP TWO**

* Meet your teammates and ask your five questions. Your team members should try to give you correct answers without consulting the textbook.

**Successful Reading**

**You are the QUESTIONER**



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**STEP ONE**

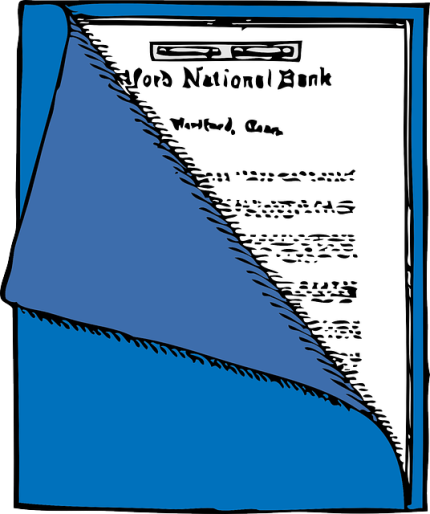
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**Agenda**

**1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**