

Workshop:

**PLANNING OF THE ACTIVITY**

THE EVENT	STEPS/STAGES OF THE EVENT	CONTENTS FROM THE CURRICULLUM
<p><b>SCHOOL VISIT</b> <b>- making plans-</b></p>	<ul style="list-style-type: none"> <li>• BEFORE – making plans, give roles, involve people, make teams, decorate the corridors / the school</li> <li>- promotional materials, written invitations, labels, timing, contacts</li> </ul>	<p>Future Tense Inviting (written / spoken) Present Tense Simple Culture, esthetic School Time</p>
	<ul style="list-style-type: none"> <li>• WHILE/DURING</li> <li>-give information</li> <li>-entertain, taking care, accommodation</li> <li>- presentation, communication</li> <li>- sightseeing, shared experience</li> <li>- spending time</li> </ul>	<p>Speaking Social assistance and international cooperation Travelling, personal universe, organizing trips Tourism Dialogues</p>
	<ul style="list-style-type: none"> <li>• AFTER</li> <li>Evaluation of the event</li> <li>Feedback, email, analyze</li> </ul>	<p>Check-list Writing and speaking Questionnaires interviewing Quizzes</p>

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<p><b>A PROJECT ON CIVIC ACTION IN THE COMMUNITY</b></p>	<ul style="list-style-type: none"> <li>● <b>BEFORE</b> –identifying community’s main concerns (through quizzes, questionnaires)</li> <li>- planning the activity</li> <li>- resources(human resources, materials, budget, sponsors)</li> <li>- get local authorities involved</li> <li>- announcing and promoting the event (local press, internet, the school’s site)</li> <li>- assigning roles, (who will do what?)</li> <li>- schedule- timing every activity</li> </ul>	<p>Asking questions Discussing volunteer work Making plans Present/ Future tenses – (everyday activities) Imperative Conditions – assessing results</p>
	<ul style="list-style-type: none"> <li>● <b>WHILE/DURING</b></li> </ul> <p><i>Charity Project:</i></p> <ul style="list-style-type: none"> <li>- collecting useful things writing letters to business people, to the Mayor</li> <li>- donating all that those things</li> </ul> <p><i>Environmental Project:</i></p> <ul style="list-style-type: none"> <li>- cleaning areas around the school</li> <li>- products from recycling materials</li> <li>- inviting someone working at a power plant to give a lecture about the uses of recycled materials</li> <li>- exhibition</li> <li>- planting trees, flowers</li> </ul>	<p>Writing formal letters Free time activities Invitations Describing events Writing labels Debating</p>
	<ul style="list-style-type: none"> <li>● <b>AFTER</b></li> </ul> <p>Impressions Evaluating Dissemination , writing articles giving diplomas</p>	<p>Debating Writing thank you letters</p>

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<p><b>EUROPEAN LANGUAGES FESTIVAL</b>  26<sup>th</sup> September</p>	<ul style="list-style-type: none"> <li>● <b>BEFORE</b></li> <li>- check the official documents about the event</li> <li>- choose the languages and countries</li> <li>- choose teams and assign responsibilities</li> <li>- define the tasks- establish the groups</li> <li>- look for partners and budget (money)</li> <li>- decorate the school and make invitations</li> <li>- promotional material, translating</li> <li>- group work, contacts, email, changing opinions</li> <li>- working schedule</li> <li>- preparing any kind of material necessary for the event</li> <li>- the agenda, time and location</li> <li>- preparing presents</li> </ul>	<p>Reading comprehension People and places Communication Money Writing invitations and other types of texts Culture and esthetic Speaking Organizing school life, School Routine Vocabulary and making lists</p>
	<ul style="list-style-type: none"> <li>● <b>DURING</b></li> <li>-PowerPoint presentations, debates with experts, symposiums, meetings with representatives of NGOs</li> <li>- offering presents, dialogues, songs, theatre plays</li> <li>- demonstrations, dances, poems, workshops</li> <li>- quizzes , competitions</li> <li>- photos, posters, short films</li> <li>- food, recipes, tasting food and cooking</li> <li>- essays, creative writing, pen friends, games, magazines.</li> </ul>	<p>Speaking acts, Listening acts Role play Dialogues Interviews Writing Literature Culture and civilization Traditional Food People and Places</p>
	<ul style="list-style-type: none"> <li>● <b>AFTER</b></li> <li>Evaluation – questionnaire, reports, survey sheets</li> <li>- meetings with the team work</li> <li>- awarding diplomas and prizes</li> <li>- thank you messages / letters</li> <li>- DVD, website, photos. Articles in newspapers</li> </ul>	<p>Writing , Speaking Check-lists Quizzes Likes and Dislikes Media /Global Communication</p>

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<p style="text-align: center;"><b>SYMPOSIUM</b> <b>“MANAGEMENT OF PUBLIC</b> <b>EVENTS”</b></p>	<ul style="list-style-type: none"> <li>• BEFORE – make plans , advertise the event, contact people, security, decoration, find sponsors, distribute tasks, previous meetings, accommodation, the equipment , preparing packages for specific customers, protocol</li> </ul>	<p>The child and the world around him/her Making plans - Future Tense To express an opinion or a point of view To ask for, give and confirm information To make reservation Media To make an offer, refuse / accept an invitation</p>
	<ul style="list-style-type: none"> <li>• WHILE/DURING</li> <li>-taking pictures, social programmes</li> <li>- the description of the place of the event</li> <li>- problem solving</li> <li>- protocol</li> </ul>	<p>Entertainment- presenting a show Interacting , speaking , giving information To maintain a conversation How to use new technology Formal/Informal – contacts Speaking and writing</p>
	<ul style="list-style-type: none"> <li>• AFTER</li> <li>Writing in the journal of the school</li> <li>PowerPoint as a dissemination- giving feedback</li> <li>Assessing the event</li> <li>Protocol</li> </ul>	<p>To write an essay/ a summary of the activity/ the event.</p>