SPEAKING & LISTENING - ENGLISH 2AC - SEMESTER 2

Listening and speaking: preparing sports day

For a sports-day announcement, listen for the meeting time, place, event, equipment and instructions. Use a small note grid instead of trying to write every word. This English 2AC oral lesson includes a playable synthetic-voice recording, a complete transcript, corrected questions and a speaking task to explain the plan to a classmate.

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By the end of this lesson, you can

- Understand the key details of a short announcement
- Separate equipment provided from items to bring
- Give a clear spoken summary

Before you start

Read short English sentences and familiar school vocabulary.

1. Before you listen

Understand the key details of a short announcement. Separate equipment provided from items to bring. Give a clear spoken summary.



Listen first without the transcript, then check the details.

2. How do you prepare for the listening?

Read the questions and prepare headings for day, place, start, finish, activities and equipment. Keep the transcript closed until you have listened independently. The first listen gives the overall purpose: a school-club announcement about an invented practice event. The second listen should fill the grid. A third listen can check one detail you missed.

The recording uses a synthetic English voice. It is provided for language practice, with a full transcript so you can check every detail. The schedule and instructions are fictional examples, rather than an announcement from your own school. Follow your actual teacher's instructions when taking part in a real event.



An announcement has a purpose and key practical details. Label times as start or finish.

3. Which details are easy to confuse?

Half past nine is 9:30 and gives the meeting time. Eleven is the finishing time. Friday gives the day and the playground gives the place. Label each note so the last number you hear does not replace the first. A relay and a ball game are two activities; cones and a team list are preparation details.

The announcement distinguishes must bring from do not have to bring. Pupils must bring a water bottle. A ball is provided, so bringing one is unnecessary. It does not say pupils are forbidden to own or carry a ball. Read the whole clause because the reason explains the instruction. Bilal carries the cones; Hamza checks the list. The two names have different jobs.

Listen for	Notes to complete before checking
Day and place	Which day? Where?
Times	Meeting time? Finishing time?
Activities	Which two events?
Equipment	What must I bring? What is provided?
Instructions	What must I do before an activity?

A concise spoken summary

Meet in the playground on Friday at 9:30. There is a relay and a ball game. Bring your water bottle. The school provides a ball. The activities finish at eleven.

- The summary preserves the information a classmate needs to prepare and arrive on time.

4. How do you turn notes into a spoken summary?

Begin with the day and place, then give the meeting and finishing times. Name the activities and the item to bring. End with the instruction that helps a listener know what to do. You do not need to repeat every sentence. A useful summary keeps the essential information and leaves out details that do not affect the listener's preparation.

Practise once with notes and once looking at your partner. Use short pauses between time, place and instructions. Ask the listener to repeat the start time and required item. If either is unclear, say it again more slowly. Then exchange roles and change one detail, such as the start time, while keeping the rest consistent. This checks understanding more effectively than memorising a script without listening.

5. A method you can reuse

Step by step: Work step by step

1. Prepare a note grid.
2. Listen for the whole message, then key details.
3. Check answers against the transcript.
4. Explain the plan aloud and ask the listener to repeat two essentials.



Must bring and do not have to bring have different meanings. A spoken summary keeps the essential message clear.

Remember

Do not confuse the 9:30 meeting with the 11:00 finish. Do not have to bring a ball means it is unnecessary, rather than forbidden.

6. Listening transcript

The recording of this text is on the online lesson page. Listen first without reading, then use the full transcript below to check the details.

Transcript

Good morning, everyone. Our practice sports day is on Friday. Please meet in the playground at half past nine. We are preparing a relay and a ball game. Bilal is carrying the cones, and Hamza is checking the team list. You must bring your water bottle. You do not have to bring a ball because the school provides one. Please listen to the teacher before each activity, and do not enter the running area until it is your turn. The activities finish at eleven. After that, we put the equipment away together. Thank you.

Key points

- An announcement has a purpose and key practical details.
- Label times as start or finish.
- Must bring and do not have to bring have different meanings.
- A spoken summary keeps the essential message clear.

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Exercises - Try before checking

Write your answers in your notebook. Use the lesson and write complete sentences before you read the corrections.

Exercise 1. Find day and place

Easy

On which day does the event happen, and where do pupils meet?

Exercise 2. Find the two times

Easy

What are the meeting and finishing times?

Exercise 3. Name the activities

Intermediate

Which two activities are planned?

Exercise 4. Match names and jobs

Intermediate

What are Bilal and Hamza doing?

Exercise 5. Check equipment

Intermediate

What must pupils bring? What do they not have to bring, and why?

Exercise 6. Give a spoken summary

Intermediate

Tell a classmate the day, meeting place, start, finish, activities and required item in under a minute.

Exercise 7. Check a listener

Challenge

Ask your partner to repeat two essential details after your summary.

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Explained answers to the exercises

Exercise 1. Find day and place

On Friday, in the playground. Both details are stated near the start of the announcement.

Exercise 2. Find the two times

Meet at half past nine, or 9:30. Finish at eleven, or 11:00. Keep the two labels separate.

Exercise 3. Name the activities

A relay and a ball game. The cones and team list are equipment or preparation details, rather than extra events.

Exercise 4. Match names and jobs

Bilal is carrying the cones. Hamza is checking the team list. Use the continuous for these current preparation actions.

Exercise 5. Check equipment

They must bring a water bottle. They do not have to bring a ball because the school provides one.

Exercise 6. Give a spoken summary

One possible summary: Meet in the playground on Friday at half past nine. We are doing a relay and a ball game. Bring your water bottle; the school provides the ball. We finish at eleven. Accept a clear summary with all essential details.

Exercise 7. Check a listener

Useful checks are What time do we meet? and What must you bring? The answers should be 9:30 and a water bottle. Repeat a detail more slowly if needed.

Frequently asked questions

Is there audio for this oral lesson?

Yes. The page includes a locally hosted synthetic-voice recording and a full accessible transcript, plus corrected questions and speaking practice.

What should I note during a listening task?

Note the day, place, start and finish times, activities, equipment and instructions in short phrases.

What is a good speaking summary?

It keeps the information the listener needs, uses a clear order and checks that the time and required items were understood.

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Follow your teacher's sequence and instructions.
Find the lesson, the pictures and the recording online.