



AI English: Stress Management and Ergonomics in the Workplace

Sku: PC393

Horas: 30

OBJETIVOS

This course covers two topics associated with well-being at work: stress management and ergonomics. A review of the common causes of stress through reading and listening exercises that practise different skills such as gapped texts and dictation as well as a review of the most important vocabulary. A lesson on possible solutions for stress with a focus on mindfulness at work incorporate listening and reading practice with practical advice. The ergonomics lessons look at the physical factors that can cause health problems in the workplace. After an introduction to the topic of ergonomics, with typical vocabulary and problems presented in reading and listening exercises, there is a lesson on possible solutions to help people adapt their working styles and workstations. Both topics are reviewed at the end of the course with exercises to recycle the key vocabulary and concepts covered. There are speaking and writing assignments as well as role-plays covering some of the topics explored in the course, providing an opportunity for free practice.

CONTENIDOS

Stress Management

Vocabulary & Skills

- Vocabulary: stress, health, mindfulness, relaxation
- Skills: reading comprehension, reading gaps, reading for gist, sentence transformation, listening
- Grammar: prepositions, word formation

Lessons & Assignments

- Causes and Symptoms of Stress
Reading comprehension, gapped reading exercises.
- Writing Assignment: Flyer
Write a flyer based on causes and symptoms of stress.
- Speaking Assignment: Picture Description
Describe a picture related to stress.
- Phases of Stress
Vocabulary and listening/reading for gist.
- Work-related Stress
Reading gap-fill; vocabulary including synonyms.
- Writing Assignment: Memo
Write a memo about causes and symptoms of stress.
- Speaking Assignment: Definitions
Provide verbal definitions of common stress symptoms.
- Pronunciation Assignment: Stress Management
Record reading a short text about stress management.
- Role-play: Stress Management
Speaking practice on stress management topics.

Solutions for Stress

Vocabulary & Skills

- Vocabulary: mindfulness, relaxation
- Skills: reading comprehension, sentence transformation, listening

Lessons & Assignments

- Writing Assignment: Email
Informal email to a friend suffering from stress.
- Speaking Assignment: Mindfulness
Speaking practice on mindfulness and stress management.
- Writing Assignment: Email
Informal email about solutions for stress.
- Speaking Assignment: Solutions for Stress
Record answers about solutions for stress.
- Pronunciation Assignment: Mindfulness
Read a text on benefits of mindfulness for stress.
- Role-play: Solutions for Stress
Speaking practice on stress solutions.

Ergonomics – The Basics

Vocabulary & Skills

- Vocabulary: office furniture, ergonomics, health, body parts, synonyms
- Skills: reading for gist, gapped text

Lessons & Assignments

- Introduction to Ergonomics
Write a brief description of ergonomics and its importance.
- Speaking Assignment: My Work Space
Describe own workspace and its ergonomics.
- Ergonomics: A Case Study
Reading about a manager improving an employee's ergonomic environment.

- Writing Assignment: Email
Complaint email about uncomfortable workspace.
 - Speaking Assignment: Advice
Give advice to a friend on ergonomics.
 - Pronunciation Assignment: Ergonomics
Read a short text on ergonomics.
 - Role-play: Ergonomics – The Basics
Speaking practice on fundamentals of ergonomics.
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Is Your Office Ergonomic?

Vocabulary & Skills

- Vocabulary: office furniture, ergonomics, synonyms
- Skills: reading for gist, gapped reading, listening dictation

Lessons & Assignments

- Writing Assignment: Email
Request new office furniture from HR.
 - Speaking Assignment: Picture Description
Describe a picture of an office and discuss its ergonomics.
 - Ergonomics Checklist
Solutions to common ergonomic problems.
 - Writing Assignment: Survey
Writing task based on ergonomics.
 - Speaking Assignment: Advice
Speaking task giving advice on ergonomics.
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- Pronunciation Assignment: Office Ergonomics
Read a short text on office ergonomics.
- Role-play: Is Your Office Ergonomic?
Speaking practice on ergonomics.

Ergonomics – Solutions

Vocabulary & Functions

- Vocabulary: health problems, exercises
- Functions: asking/giving advice, giving instructions

Lessons & Assignments

- Writing Assignment: Injury
Email to HR explaining an injury and requesting help.
- Speaking Assignment: Ergonomics
Answer questions about ergonomics.
- Ergonomics in the Factory
Reading about ergonomics in factories and warehouses.
- Writing Assignment: Sentences
Writing task on ergonomics topic.
- Speaking Assignment: Ergonomics in Factories & Warehouses
Speaking task on this topic.
- Pronunciation Assignment: Advice
Read advice on common health issues.
- Role-play: Ergonomics – Solutions
Speaking practice on ergonomic solutions.

Revision

- Stress and Distress - Review
Vocabulary: stress, health, time management
Skills: reading and listening gap-fill exercises.
- Ergonomics - Vocabulary Review
Review vocabulary on office furniture, body parts, and health issues.
- Ergonomics - Review
Review introduction to ergonomics, ergonomic workplaces, exercises, and advice.
Skills: matching, error checking, gapped reading and listening.
- Role-play: Problems with Workspace - Employee
Practice describing problems and responding to suggestions.
- Role-play: Problems with Workspace - HR
Practice understanding problems, making suggestions, and asking questions.
- Role-play: Stress Management - Employee
Focus on causes and solutions for workplace stress.
- Role-play: Stress Management - HR
Role-play as HR listening and offering solutions to an employee.

Final Test

- Series of questions testing vocabulary and topics covered in the course.