

Lesson Plan:

Explaining a policy in plain language

LEVEL	TIME	TOPIC
Intermediate-Advanced (B2/C1)	60 minutes	Explaining a policy in plain language

Objectives

By the end of the lesson, students will be able to turn a dense policy notice into clear instructions for its intended readers. They will also use evidence from the supplied material and appropriate language to explain a choice or qualify a claim.

Materials

Whiteboard, pens, and paper. Copy or display the supplied model and practice details; hide partner-only details until checking. All sample data are fictional.

Warm-Up Activity (8 minutes)

Activity: Ask which conditions would be lost in Members can book rooms anytime.

Presentation (15 minutes)

Model identifying audience, action, date, exceptions, and contact point before rewriting. Preserve the policy's meaning while using short sentences and concrete verbs.

Language support: eligibility, deadline, condition, plain language; You can...if...; Submit...by... Keep all material limits.

Worked model / source: Fictional policy: Members whose subscriptions remain current may reserve one room for a maximum of two hours weekly, subject to availability. Requests must reach reception at least 48 hours before intended use. Model: If your membership is current, you can book one room for up to two hours a week, if a room is available. Ask reception at least 48 hours ahead.

Guided Practice (15 minutes)

Activity: Mark eligibility, room limit, duration, availability, notice period. Repair Book a room for two hours whenever you want.

Suggested answers / teacher notes: Must retain current membership, one room, weekly two-hour maximum, availability, 48-hour notice. Simplification must not broaden rights.

Procedure: Complete the first item together. Partners attempt the remaining items before seeing the notes. Ask them to explain a correction, then rehearse the corrected version.

Independent Practice (17 minutes)

Task: Write a 90-word newcomer notice with clear steps and one example: Friday 3:00 request due by Wednesday 3:00. Partner checks each original condition.

Success check: Check completeness, American spelling, approachable wording, and accurate example. Explain unfamiliar terms without inventing exceptions.

Support and challenge: Offer the target phrase frames during planning. For a challenge, ask learners to justify a wording choice, consider a different audience, or identify a limitation without adding unsupported information.

Wrap-Up / Review (5 minutes)

Review: Ask a new reader to explain what they would do after reading the rewrite.

Ask learners to explain their response using the model or practice material. Revisit one shared difficulty before collecting the final work.

Homework (Optional)

Rewrite a short rule from a familiar setting and note any detail that must not be omitted.

Follow-up: Use the supplied model as a reference. Bring the response back for a brief partner check against the lesson objective; correct one detail or language choice before submitting it.