

Lesson 1 The travel agent

Overview

The children plan and use a 'travel agent' role-play area.

Learning objectives	Learning outcomes	Vocabulary
<ul style="list-style-type: none"> ▪ Practise group discussion and interaction. ▪ Begin to understand some of the uses of ICT in an office environment. 	<ul style="list-style-type: none"> ▪ Plan and play in a 'travel agent' role-play area. 	cheque computer credit card customer keyboard money photocopier plan role role-play telephones till travel agent travel brochures

Preparation and organisation

- Arrange a role-play area in the classroom.
- Gather items for the role-play area.

Resources

For the role-play area:

- your class computer and printer
- two telephones
- Some large pictures from travel brochures, mounted on card
- a desk and some chairs
- a selection of travel brochures
- play money, credit cards and cheques
- a till
- a box adapted as a photocopier – or a small, real photocopier
- paper, pencils and envelopes.

For the lesson (per group):

- a travel brochure
- paper and pencils.

Introduction

Introduce the activity by telling the children that they will be setting up a travel agent's office, and role-playing booking a trip.

Ask if anyone has been to a travel agent's. What do travel agents do? Make sure the children understand that they can book a holiday or just a day trip using a travel agent.

Help a group to model a short role-play and then discuss it to make sure that all the children know what is expected in the task.

Task

With the children working in groups of four, and the tables arranged so each group has a table to sit around, ask them to role-play visiting a travel agent. Two children should be the customers and two children should be travel agents.

Children will need opportunities to use the main role-play area during the week.

Extension activity

Ask the children to use the paper to record details of the trip.

Differentiation

These activities can be accessed by all children at their own level.

Review

Discuss the activity. What did the children talk about in their role-plays? Think about the kinds of equipment they needed in their role-play space. Discuss how ICT is used in a travel agent's office.

Assessment

Observation of the children in the role-play area should enable you to evaluate their understanding of the uses of ICT in an office environment.

3.e Lesson 1 Flashcards

travel agent	role-play
role	customer
plan	computer
keyboard	travel brochure

money

credit card

cheque

till

photocopier

telephone

fax machine