

SAMPLE PROGRAMME

Business English 25

9-12

13.15-15.15

Monday

INTRODUCTIONS and COURSE OUTLINE.

Needs Analysis and language assessment

PRESENTING YOURSELF & COMPANY WITH Q & A

Language feedback/reformulation

LISTENING:

Following a presentation on the topic of management.

Discussion on international management styles/ cultural awareness

Language focus & practice by explaining work activities and processes.

Mini presentations on own companies

Language feedback/reformulation

HOMEWORK

Lexical phrases gap fill



TELEPHONING

Language focus & role-play practice calls

Making & changing arrangements

Making & responding to complaints

Requesting & giving information

Formal v informal

Language feedback/reformulation

HOMEWORK: common phrases gap fill

Tuesday

PRESENTING & EXPLAINING INFORMATION

(Structuring, using visuals with facts & figures, explaining, dealing with questions, use of voice)

FINANCE

Company Results

The language of trends to compare and contrast.

Presenting trends to workforce

Skills: Listening and note-taking to a manager from a retail company.

Language focus & practice reporting & explaining figures

Language feedback/reformulation

HOMEWORK: Reading: Case study of a retail chain



EMAIL WRITING

Formal v informal

phrases

Practice task: re-write informal email to formal

Asking for and giving information: formal & informal

Practice task: make and reply to information request

Making & responding to an enquiry: formal & informal

HOMEWORK reply to email tasks

Wednesday

PARTICIPATING IN MEETINGS

(Language of opinion, agreement, proposing)

Language focus & role-play practice meeting

Language feedback/review

HOMEWORK: common phrases gap fill

Email writing review

LEADING MEETINGS

Set agenda

Language focus and practice meeting

Role play meeting

Language feedback/reformulation

Thursday

MARKETING

Language for marketing
video case study: BMW's marketing strategy.
Developing a marketing strategy. Using language of persuasion and negotiation
Role-play practice to reach agreement

SKILLS: Writing: Detailed work correspondence such as reports, action plans (depending on the needs of the group)
Writing a short report (SWOT analysis) on another company.

HOMEWORK

Write a draft report on your company



DEALING WITH COMMUNICATION PROBLEMS

(interrupting, checking, clarifying)

Language focus & practice by explaining work activities and processes
Role play
Language feedback/reformulation

Friday

PRESENTATIONS

Finish and Present SWOT analysis report to the group
Skills: Listening and notetaking
Language feedback and review.

BBC Business News and follow-up.

Review of this week's language work

SOCIAL ENGLISH

(Making conversation at start of formal & informal meetings and calls)

Language focus & role-play practice
Language feedback/reformulation

COURSE REVIEW

Self-study/learning strategies advice

This is a sample timetable only. The final content of this course will result from a language assessment and needs analysis and negotiated with the participants.