

Business English: Foundation English (elementary)

	Day One	Day Two	Day Three	Day Four	Day Five
am	<p>Greetings and programme orientation</p> <ul style="list-style-type: none"> initial language test Introduction to the study pack vocabulary bank <p>Presentation on your company:</p> <ul style="list-style-type: none"> your headquarters your subsidiaries? 	<p>Feedback on the language test</p> <p>Homework review</p> <p>Language focus:</p> <ul style="list-style-type: none"> the English tense system - uses of the present <p>The language of presentations:</p> <ul style="list-style-type: none"> describing your role and responsibilities a typical working day 	<p>Homework review</p> <p>Language focus:</p> <ul style="list-style-type: none"> the English tense system - uses of the past the past contrasted with the present perfect 	<p>Homework review</p> <p>Language focus:</p> <ul style="list-style-type: none"> the English tense system - uses of the future 	<p>Homework review</p> <p>End of programme language test</p> <ul style="list-style-type: none"> incorporating client specific language weaknesses.
pm	<p>Social English:</p> <ul style="list-style-type: none"> introducing yourself and others making conversation avoiding silence <p>(using role plays)</p>	<p>Vocabulary slot:</p> <ul style="list-style-type: none"> roles and responsibilities 	<p>Mid-week flexi-slot:</p> <p>(an opportunity to have a more in-depth focus on new or existing language areas)</p>	<p>Social English:</p> <ul style="list-style-type: none"> welcoming visitors taking them to the restaurant <p>(using role-plays and vocabulary building tasks.</p>	<p>Social English:</p> <ul style="list-style-type: none"> summary
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