

## Business English

	<u>Description</u>	Listening	Speaking	Reading	Writing
BE WK 1	<b>Greetings, introductions and goodbyes</b>	X	X		
BE WK 1	<b>Small talk</b>	X	X		
BE WK 1	<b>Networking</b>	X	X	X	
BE WK 1	<b>Types of jobs</b>	X	X		
BE WK 1	<b>Work place</b>	X	X		X
BE WK 1	<b>Teamwork</b>	X	X		X
BE WK 1	<b>Cultural differences</b>		X	X	
BE WK 1	<b>English jokes</b>		X	X	
BE WK 1	<b>Communication</b>	X	X	X	
BE WK 1	<b>Business lunches</b>	X	X	X	
BE WK 1	<b>Business travel</b>		X	X	X
BE WK 1	<b>Business Letters</b>				X
BE WK 1	<b>Emails</b>		X	X	
BE WK 1	<b>Memos</b>		X	X	
BE WK 1	<b>Numbers and values</b>	X	X	X	
	<b>Currency</b>	X	X	X	
BE WK 1	<b>Telephoning</b>	X	X		
BE WK 1	<b>Meetings; Agenda</b>	X	X	X	X
BE WK 1	<b>Meetings; Minutes</b>				X
BE WK 1	<b>Meetings; Chair a meeting</b>		X		
BE WK 2	<b>Arrangements</b>				X
	<b>Entertaining a visitor/business partner</b>	X	X		X
BE WK 2	<b>Environment</b>	X	X		
BE WK 2	<b>Globalization</b>	X	X		
BE WK 2	<b>Presentations</b>	X	X		X
BE WK 2	<b>Incoterms</b>	x	X	X	X
BE WK 2	<b>Place an order</b>				X
BE WK 2	<b>Business quote</b>				X
	<b>Letter of complaint</b>				X
	<b>Common english mistakes</b>	X	X		
BE WK 2	<b>Formal vs. Informal</b>	X	X	X	
BE WK 2	<b>Charities</b>		X		
BE WK 2	<b>Human Resources</b>		X	X	
BE WK 2	<b>Going to the bank</b>	X	X	X	
BE WK 2	<b>Negotiations</b>	X	X	X	X
	<b>Pick your own topic</b>	X	X	X	X

## General English

	<u>Description</u>	Listening	Speaking	Reading	Writing
GE WK 1	<b>Greetings, introductions and goodbyes</b> Learn to greet, introduce yourself, others and say goodbye.	X	X		
GE WK 1	<b>The time</b> Learn how to tell the time in English.	X	X	X	X
GE WK 1	<b>Polite phrases</b> Learn polite phrases, idioms and sayings.	X	X	X	
	<b>Small talk and tabu topics</b> Learn to manage social situations with small talk, and avoid tabu topics with English people or in the UK.	X	X		
	<b>English manners and PC behaviour at present</b> Learn the english manners and politically correct behaviour at present.	X	X		
	<b>Communicating and discussing politely</b> Learn how to communicate and discuss politely in English.	X	X		
GE WK 1	<b>Useful phrases</b> Learn useful and common phrases.		X	X	
GE WK 1	<b>Agree - disagree</b> Learn how to agree and disagree politely in English.		X		
GE WK 1	<b>Letters and emails</b> Learn the differences between formal and informal letter writing, emails and correspondance.			X	X
	<b>Sound Chart and use of dictionary</b> Learn to pronounce the sounds, needed to speak English and to understand the sound chart in the dictionary.	X	X	X	
	<b>Cardinal and ordinal numbers</b> Learn the cardinal and ordinal numbers in English, read, hear and pronounce the figures correctly.	X	X	X	
GE WK 1	<b>Directions</b> Learn the vocabulary and phrases, like asking for/giving directions.	X	X	X	X
GE WK 1	<b>Pubs and drinks</b> Learn about England's pub culture, food and drinks.	X	X	X	
	<b>The weather</b> Learn how to talk about and understand the weather and weather forecast in English.	X	X	X	X
GE WK 1	<b>Holidays</b> Learn how to talk about previous holidays and where in the world you have been.		X		X
GE WK 1	<b>Shopping list</b> Learn vocabulary for supermarket items; food and drink.		X	X	X
GE WK 2	<b>Local News/media</b> Reading the newspaper, dicussing the news and skimming texts.		X	X	
GE WK 2	<b>Hobbies</b> Learn to talk about your hobbies.		X		
GE WK 2	<b>The Environment</b> Learn to dicuss environment issues.		X	X	
GE WK 2	<b>Culture in your country</b> Cultural differences between the UK and other countries		X	X	X
GE WK 2	<b>Clothes sizes</b> Shopping in England, learn clothes sizes.		X	X	
GE WK 2	<b>Entertainment</b> Learn about types of entertainment.	X	X		X
GE WK 2	<b>Songs and lyrics</b> Listening excercises through songs and lyrics.	X		X	
GE WK 2	<b>Films</b> Film genres and favourite movies.	X		X	X
GE WK 2	<b>Visit the doctor</b> Learn how to communicate when visiting the doctor.	X	X		X

