

BUSINESS ENGLISH WEEK ONE



TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 - 9:50	WELCOME Greetings, introductions and goodbyes	CULTURAL DIFFERENCES Business etiquette Cultural differences	LONDON EXCURSION	ABOUT YESTERDAY Conversation about the challenges during Wednesday	NUMBERS AND VALUES Reading figures
10:00 - 10:50	SMALL TALK Basics of small talk	ENGLISH JOKES Talking about jokes at work		GRAMMAR 1 According to needs	TELEPHONING Phrases and useful vocabulary when speaking on the phone
11:10 - 12:00	NETWORKING Networking phrases and vocabulary	COMMUNICATION Business communication and important phrases		GRAMMAR 2 According to needs	GRAMMAR 3 According to needs
12:10 - 13:00	TYPES OF JOBS Describing your job	BUSINESS LUNCHESES Traditional English food and business arrangements involving meals		BUSINESS LETTERS Writing business letters	MEETINGS; AGENDA How to prepare an agenda for a meeting
13:00 - 14:45	LUNCH	LUNCH		LUNCH	LUNCH
14:45 - 15:35	WORK PLACE Describing your place of work	BUSINESS TRAVEL Travelling with a colleague		EMAILS Writing emails Informal vs. formal	MEETINGS; MINUTES How to write the minutes of a meeting
15:45 - 16:35	TEAMWORK Working in teams	ABOUT TOMORROW About Wednesday's excursion and what to expect		MEMOS Writing memos Informal vs. formal	MEETINGS; CHAIR A MEETING How to chair a meeting Evaluation and certificates of attendance