

## BUSINESS ENGLISH WEEK ONE



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

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TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 - 9:50	<b>VOCABULARY</b> Relevant business vocabulary/phrases	<b>PRESENTATION</b> Class presentations	<b>ALTERNATIVE EXCURSION</b>	<b>ABOUT YESTERDAY</b> Conversation about the challenges during Wednesday	<b>HUMAN RESOURCES</b> Relevant business vocabulary
10:00 - 10:50	<b>ARRANGEMENTS</b> Making arrangements for a visitor/business partner	<b>INCOTERMS</b> Incoterms - definition and use of		<b>COMMON ENGLISH MISTAKES</b> Common English mistakes and how to avoid them	<b>GOING TO THE BANK</b> Relevant business vocabulary
11:10 - 12:00	<b>GRAMMAR 4</b> According to needs	<b>GRAMMAR 5</b> According to needs		<b>GRAMMAR 6</b> According to needs	<b>NEGOTIATIONS</b> Dealing with negotiations
12:10 - 13:00	<b>ENVIRONMENT</b> Talking about the environment	<b>PLACE AN ORDER</b> Placing an order Business letter layout		<b>GRAMMAR 7</b> According to needs	<b>GRAMMAR 8</b> According to needs
13:00 - 14:45	<b>LUNCH</b>	<b>LUNCH</b>		<b>LUNCH</b>	<b>LUNCH</b>
14:45 - 15:35	<b>GLOBALIZATION</b> Talking about globalization	<b>BUSINESS QUOTE</b> Writing an offer Business letter layout		<b>FORMAL vs. INFORMAL</b> Formal and informal speech	<b>VOCABULARY</b> Relevant business vocabulary/phrases
15:45 - 16:35	<b>PRESENTATION</b> Prepare your own presentation	<b>ABOUT TOMMORROW</b> About Wednesday's excursion and what to expect		<b>CHARITIES</b> Talking about charities and charity work	<b>EVALUATION</b> Evaluation and Certificates of attendance