

English for Business
Sample Weekly timetable

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10.10 – 12.10 p.m.	Homework Review Vocabulary Quiz Speaking Brainstorming session on ways of communicating Describing pictures (TS p 25) Listening Improving communications-comprehension questions and gap fill (ML UI p.7) Speaking Discussion- what makes a good communicator	Review Quiz Grammar Articles (TS p. 27) Listening TOEIC exam practice Five short conversations-note taking (TS p.26)	Articles review Reading Communication with employees (ML U/I teachers' book p. 136-137) Grammar Present Perfect/past simple (TS p.30)	TOEIC Exam Practice Mini- TOEIC test (TS pp.33-38) -analysis of exam tasks -group brainstorming/predicting -listening and reading TOEIC test questions	Communication- Case Study Creating a sense of identity (ML UI p.12-13) Reading Brainstorming points for agenda Informal meeting Writing assignment Preparation for writing homework- e-mail
Lunch/Internet Access: 75 minutes					
1.25 – 3.25 p.m.	Reading Viewpoint- cultures of communication (TS p. 28) Speaking Discussion- your communication culture Vocabulary Compound nouns (TS p. 26) + pronunciation/stress pattern practice	<u>Telephoning skills</u> Reading Telephone etiquette (ML Int p.10) Listening/Vocabulary Telephone conversations (ML Int p.10-11) (TS p29) Speaking Telephone role-play (ML Int p. 11)	Speaking Media survey (TS p.31) Listening Press conference-comprehension questions (TS p.32) Speaking Press conference role play (TS p.32)	Vocabulary E-mails (BVU p.114-115) Writing E-mails (CBE p.174-175)	Listening/Speaking Dictation- business decisions/ethics (Dictations for Discussion p.81-82) Speaking Telephoning role plays (ML U/I teachers' book p219-220)
3.30 – 4.30 a.m.	Supervised Self-Access Students are able to access study and TOEIC materials, and to get assistance from a teacher as required.	Supervised Self-Access Students are able to access study and TOEIC materials, and to get assistance from a teacher as required.	Supervised Self-Access Students are able to access study and TOEIC materials, and to get assistance from a teacher as required.	Supervised Self-Access Students are able to access study and TOEIC materials, and to get assistance from a teacher as required.	Supervised Self-Access Students are able to access study and TOEIC materials, and to get assistance from a teacher as required.
Homework	Homework	Homework	Homework	Homework	Homework

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