

# English for International Business

## Sample Timetable – Week 1



	Monday	Tuesday	Wednesday	Thursday	Friday
09:00 - 10:30	<b>Registration &amp; Interviews</b> Preparation for Presentations/Vocabulary exercise	<b>Vocabulary &amp; listening</b> Language of Meetings (participating and chairing)	<b>Listening, vocabulary &amp; speaking</b> Today's Business News <b>Vocabulary</b> The Language of Trends	<b>Trends</b> Mini-presentations <b>Organisation structures</b> Vocabulary, listening and discussion	<b>Listening, vocabulary &amp; speaking</b> Today's Business News <b>Listening &amp; discussion</b> Corporate Strategy
B R E A K					
10:50 - 12:45	<b>Speaking</b> Getting to know each other <b>Vocabulary</b> Induction and tour	<b>Meeting Role-play</b> Cutting the budget  <b>Language Feedback</b>	The Language of Trends (Continued) <b>Speaking</b> Socio-economic trends in your country	<b>Case study</b> Aerotech PLC  <b>Language feedback</b>	<b>Meeting Role-play</b> City Plaza Hotel  <b>Language Feedback</b>
L U N C H					
13:45 - 14:45	<b>Speaking</b> First-day presentations	<b>Social English</b> Meeting people in more formal contexts	<b>Social English</b> Small talk	<b>Social English</b> Telephoning 1	<b>Social English</b> Emailing 1
B R E A K					
15:00 - 16:00	<b>Language Feedback</b> <b>Vocabulary</b> Work & Employment  <b>Welcome Drinks</b>	<b>Discussion &amp; Listening</b> Cross-Cultural Communication	<b>Vocabulary &amp; Speaking</b> Describing Products and Services	<b>Business Grammar</b> Tense Review	<b>Vocabulary, listening &amp; discussion</b> Customer Service
B R E A K					
16:10 - 17:00	Continued	<b>Lecture</b> – or group lesson continued	Continued	<b>Lecture</b> – or group lesson continued	<b>CALL &amp; Tutorials</b>
HOME WORK	Preparation for describing the structure of your company	Preparation for describing your product/service	Prepare short presentations on your company's financial trends	Reading for Friday morning	Preparation for next week