

# English for International Meetings

## Sample Timetable – Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00 - 10:30	<b>Meet your teacher</b> Introduce yourself and your organisation	<b>Language Input</b> Diplomacy, Softening, 'When Patience Wears Thin'	<b>Language Input</b> Chairing, Lobbying <b>Intercultural Considerations part 2</b>	<b>Language Input</b>  <b>Communicating Strategies</b>	<b>Speaking Roleplay</b>  Multilateral meeting <b>ANTARCTICA</b>
B R E A K					
10:50 - 12:45	<b>Vocabulary</b> Individual Meeting Vocabulary Items <b>Discussion</b> <b>CALL Induction</b>	<b>Language Input</b> A template for Intercultural Considerations <b>Social English</b> Meeting and Greeting	<b>Speaking Roleplay</b>  <b>Multilateral meeting</b> New Europe	<b>Language Input - Reading and Discussion</b>  Preparing Opening and closing statements	<b>Speaking Roleplay</b>  <b>Multilateral meeting</b> Antarctica (continued) <b>Language feedback</b>
L U N C H					
13:45 - 14:45	<b>Vocabulary</b> <b>Functional Meetings</b> <b>Language Review</b> Vocabulary	<b>Speaking Roleplay</b>  Bilateral meeting <b>Mazingira</b>	<b>Speaking Roleplay</b> <b>Multilateral meeting</b> New Europe (continued) <b>Language Feedback</b>	<b>Speaking Roleplay</b>  <b>Bilateral Meeting</b> Acid Rain	<b>Language Input &amp; Practice</b> telephoning, email
B R E A K					
15:00 - 17:00	<b>Speaking</b> Participating in Mini - Meetings with <b>Language Feedback</b> <b>Welcome Drinks</b>	<b>Speaking Roleplay</b>  <b>Bilateral meeting</b> Mazingira (continued) <b>Language Feedback</b>	<b>Language Input</b>  Referring to Documentation  Mid-Course Tutorials	<b>Speaking Roleplay</b>  <b>Bilateral Meeting</b> Acid Rain (continued) <b>Language Feedback</b>	<b>Course Revision</b>  Computer Assisted Language Review
HOMEWORK	Prepare <b>Mazingira</b> (Background Reading)	Prepare <b>New Europe</b> (Background Reading)	Prepare <b>Acid Rain</b> (Background Reading)	Prepare <b>Antarctica</b> (Background Reading)	Leave-taking