



Lesson	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:00 - 10:40	<p>Needs analysis</p> <p>Speaking: Focus on functions Talking about you and your life – talking about yourself Talking about dates and times</p>	<p>Speaking and listening: managing change in the workplace Structure review: perfect aspect</p> <p>Professional vocabulary development: key multi word verbs (<i>come up with, think over, work out</i> etc.)</p>	<p>Professional skills focus: meeting role play: Staff appraisal</p> <p>Feedback</p>	<p>Structure review: ways of talking about the future</p> <p>Telephone functions (II): making and changing arrangements on the telephone</p>	<p>Speaking: Focus on functions: checking and clarifying Phrases for checking and clarifying Rephrasing Generalizing and giving examples</p> <p>Preparation for meeting role play</p>
11:05 - 13:00	<p>Vocabulary and speaking: talking about your company and business:</p> <p>Describing a company Giving facts and figures Commenting on company performance</p>	<p>Speaking: Focus on functions:</p> <p>Giving opinions, agreeing and disagreeing</p> <p>Preparation for meeting role play</p>	<p>Vocabulary and speaking: Key vocabulary for telephoning (<i>get through put through</i> etc)</p> <p>Telephone functions (I): getting through and introducing oneself</p>	<p>Speaking and listening: Money Saying numbers</p> <p>Financial terms (<i>shares, debt, dividend</i> etc)</p>	<p>Professional skills focus: meeting role play: Outsourcing</p> <p>Feedback</p> <p>Weekly review</p>