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| **1st WEEK – 27.10.2023** |
| * Introduction to the Workshop – Getting to know the students / Ice-breaker
* Eclass familiarization – setting the framework
* LISTENING & SPEAKING/WRITING: “*SWOT Analysis*”, “10 Effective Skills Managers Should Have”
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| HOMEWORK FOR NEXT WEEK* READING 7: “Managers” [found in eclass]
* VOCABULARY: “Check your English Vocabulary for Business and Administration” [pp. 39-43, Recruitment 1-3]
* LISTENING & WRITING: “10 Effective Skills Managers Should Have” 🡺 listen and write a summary
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