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| **1st WEEK – 25.10.2024** |
| * 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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| **2nd WEEK – 01.11.2024** |
| * LISTENING & SPEAKING: usual questions to be asked in an interview and how to answer them, good vs. bad interviews
* VOCABULARY PRACTICE: “*Check your English Vocabulary for Business and Administration*”, pp. 39-43
* WRITING: reviewing paragraph writing
* TEDEX Corner: “*Why did Starbucks fail in Australia?*”
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| **3rd WEEK – 08.11.2024** |
| * LISTENING, READING & SPEAKING: “*Recruitment*” from “*English for Business Studies*”
* VOCABULARY PRACTICE: “*Check your English Vocabulary for Business and Administration*”, pp. 39-43
* TEDEX Corner: “*How did streaming cause writers to strike?*”
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| **4th WEEK – 22.11.2024** |
| * VOCABULARY PRACTICE: “*Check your English Vocabulary for Business and Administration*”, pp. 39-43 (check homework), pp. 9-12
* READING & SPEAKING: “*Recruitment*” from “*English for Business Studies*”, Role play in class

**Co-teaching with Michelle Franche** |
| **5th WEEK – 29.11.2024*** VOCABULARY PRACTICE: “*Check your English Vocabulary for Business and Administration*”, pp. 39-43 (check homework), pp. 9-12

READING & SPEAKING: “*Recruitment*” from “*English for Business Studies*”, Role play in class |
| **6th & 7th WEEK – 06 & 13.12.2024*** VOCABULARY PRACTICE: “*Check your English Vocabulary for Business and Administration*”, pp. 39-43 (check homework), pp. 9-12
* LISTENING: “*Recruitment*” from “*English for Business Studies*”, p. 36
* LISTENING: “*Gender inequality in workplace*”
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| **8th WEEK – 20.12.2024*** VOCABULARY PRACTICE: “*Check your English Vocabulary for Business and Administration*”, pp. 62-66 (check homework), pp. 9-12
* BEC Practice 2
* LISTENING: “*Gender inequality in workplace*”
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| **9th WEEK – 10.01.2025*** BEC Practice 2 – Reading & Listening
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| **10th WEEK – 17.01.2025*** VOCABULARY PRACTICE: “*Check your English Vocabulary for Business and Administration*”, pp. 39-43 (check homework), pp. 9-12
* Ss’ Presentation: “Company Structure” (Matrix & Case Study)
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| **11th WEEK – 31.01.2025*** VOCABULARY PRACTICE: “*Check your English Vocabulary for Business and Administration*”, pp. 65-66
* READING: “*Corporate Social Responsibility*” from “*English for Business Studies*”, pp. 119-121
* VIDEO on Corporate Social Responsibility
* HOMEWORK: watch the video already uploaded in Week 11 and write a short paragraph about CSR, letter writing from the Ss who have not submitted it & pp. 49-50 [from no.10 up to p. 50] from “*Check your English Vocabulary for Business and Administration*”
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| **17th WEEK – 28.03.2025*** VOCABULARY PRACTICE: “*Check your English Vocabulary for Business and Administration*”, pp. 25-27
* VIDEO on “Preparing a presentation/type of presentations/organizing a good presentation”, TEDx talk example”
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| **18th WEEK – 04.04.2025*** Business English Test Package: use it for self-study (click on one of the numbered tests and by clicking on the “Answers” you can check yourself). Choose the Advanced level, suggested test numbers: 4, 19, 20, 24-26, 30, 36-38, 44, 47, 53, 56, 61-62, 297-298
* WRITING: BEC Higher Practice Tests, pp. 20-22, Q/2 write a report, Q/4 write a letter
* READING / SPEAKING: “*Intelligent Business Advanced”* Unit 12, Lifelong Learning
* VIDEO: *Importance of Continuous learning in the Workplace* & *The Future of Learning and Development in the Workplace*
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| **19th WEEK – 11.04.2025*** VOCABULARY PRACTICE: “Test your English Vocabulary in Use”, pp. 12-15
* READING / SPEAKING: “*Intelligent Business Advanced”* Unit 6, “*Start-ups*”
* WRITING: writing a business email
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| **20th WEEK – 02.05.2025*** WRITING: writing a formal business email, “English for Emails”, pp. 7, 12-14, 61-63
* VOCABULARY PRACTICE: “Business Vocabulary in Use”, Business Skills 54-66 [pp. 116-141]
* READING / SPEAKING: “Intelligent Business Advanced*”* Unit 6, “*Start-ups*” & Unit 11 “*Misconduct*” [print out Unit 11]
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