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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” |
| **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?*” |
| **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?*” |
| **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*” |
| **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*” |
| **9th WEEK – 10.01.2025**   * BEC Practice 2 – Reading & Listening |
| **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) |
| **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*” |
| **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” |
| **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* |
| **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 |
| **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] |