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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 |
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