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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
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