

# Communicating Effectively in English

## Sample Timetable – Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
09.00 – 10.30	<b>Welcome, Interviews/Registration Vocabulary &amp; Preparation for a short presentation</b>	<b>Listening</b> A management meeting <b>Language for meetings</b> Agreeing, disagreeing, opinions and interrupting	<b>Revision</b> language for meetings <b>Vocabulary and discussion</b> The qualities for the job	<b>Vocabulary, listening and speaking</b> Social Problems and social trends	<b>CALL/Tutorials Vocabulary</b> Language for making suggestions and problem solving
B R E A K					
10.50 – 12.45	<b>Vocabulary &amp; speaking Getting to know your group</b> Talking about you & your job <b>Tour of the school</b>	<b>Speaking</b> Mini discussions and mini meetings <b>Language Feedback</b>	<b>Meeting role-play</b> The right person for the job <b>Language Feedback</b>	<b>Vocabulary</b> Explaining reasons, causes and effects <b>Language Feedback</b>	Meeting role-play Problem solving <b>Language Feedback</b>
L U N C H					
13.45 – 14.45	<b>Social English</b> Meeting People	<b>Social English</b> Dealing with Visitors	Social English <b>Socialising 'small talk'</b>	<b>Social English</b> Telephoning 1 making arrangements	<b>Social English</b> Pubs and restaurants
B R E A K					
15.00 – 16.00	<b>Listening, Vocabulary &amp; Discussion</b> Today's Radio News	<b>Writing 1</b> Formality in emails and letters	<b>Vocabulary &amp; Discussion</b> Communication and Technology	<b>Writing 2</b> Feedback on homework More useful expressions	<b>Listening, Vocabulary &amp; Discussion</b> Today's Radio News
HOMEWORK	Vocabulary review	Reading preparation for tomorrow	Writing a typical email and/or letter	Writing about social issues	Review of week Reading Preparation for next week