

English for International Business

Sample Timetable – Week 1



	Monday	Tuesday	Wednesday	Thursday	Friday
09:00 - 10:30	Registration & Interviews Preparation for Presentations/Vocabulary exercise	Vocabulary & listening Language of Meetings (participating and chairing)	Listening, vocabulary & speaking Today's Business News Vocabulary The Language of Trends	Trends Mini-presentations Organisation structures Vocabulary, listening and discussion	Listening, vocabulary & speaking Today's Business News Listening & discussion Corporate Strategy
B R E A K					
10:50 - 12:45	Speaking Getting to know each other Vocabulary Induction and tour	Meeting Role-play Cutting the budget Language Feedback	The Language of Trends (Continued) Speaking Socio-economic trends in your country	Case study Aerotech PLC Language feedback	Meeting Role-play City Plaza Hotel Language Feedback
L U N C H					
13:45 - 14:45	Speaking First-day presentations	Social English Meeting people in more formal contexts	Social English Small talk	Social English Telephoning 1	Social English Emailing 1
B R E A K					
15:00 - 16:00	Language Feedback Vocabulary Work & Employment Welcome Drinks	Discussion & Listening Cross-Cultural Communication	Vocabulary & Speaking Describing Products and Services	Business Grammar Tense Review	Vocabulary, listening & discussion Customer Service
B R E A K					
16:10 - 17:00	Continued	Lecture – or group lesson continued	Continued	Lecture – or group lesson continued	CALL & Tutorials
HOME WORK	Preparation for describing the structure of your company	Preparation for describing your product/service	Prepare short presentations on your company's financial trends	Reading for Friday morning	Preparation for next week