

English for International Meetings

Sample Timetable – Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00 - 10:30	Meet your teacher Introduce yourself and your organisation	Language Input Diplomacy, Softening, 'When Patience Wears Thin'	Language Input Chairing, Lobbying Intercultural Considerations part 2	Language Input Communicating Strategies	Speaking Roleplay Multilateral meeting ANTARCTICA
B R E A K					
10:50 - 12:45	Vocabulary Individual Meeting Vocabulary Items Discussion CALL Induction	Language Input A template for Intercultural Considerations Social English Meeting and Greeting	Speaking Roleplay Multilateral meeting New Europe	Language Input - Reading and Discussion Preparing Opening and closing statements	Speaking Roleplay Multilateral meeting Antarctica (continued) Language feedback
L U N C H					
13:45 - 14:45	Vocabulary Functional Meetings Language Review Vocabulary	Speaking Roleplay Bilateral meeting Mazingira	Speaking Roleplay Multilateral meeting New Europe (continued) Language Feedback	Speaking Roleplay Bilateral Meeting Acid Rain	Language Input & Practice telephoning, email
B R E A K					
15:00 - 17:00	Speaking Participating in Mini - Meetings with Language Feedback Welcome Drinks	Speaking Roleplay Bilateral meeting Mazingira (continued) Language Feedback	Language Input Referring to Documentation Mid-Course Tutorials	Speaking Roleplay Bilateral Meeting Acid Rain (continued) Language Feedback	Course Revision Computer Assisted Language Review
HOMEWORK	Prepare Mazingira (Background Reading)	Prepare New Europe (Background Reading)	Prepare Acid Rain (Background Reading)	Prepare Antarctica (Background Reading)	Leave-taking