

# English for Secretaries & Personal Assistants

## Sample Timetable – Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00 - 10:30	<b>Introduction</b> the school Getting to know your group <b>Listening and Speaking</b> A PA describes her job	<b>Letter Writing 1</b> <b>General Expressions and Practice</b>	<b>Letter Writing 2</b> Linking Words: Practice	<b>Writing</b> Emails Practice activities	<b>10 minute presentation</b> on a subject of your choice  <b>Language Feedback</b>
B R E A K					
10:50 - 12:45	<b>Speaking</b> Describing your job What makes a good secretary? <b>Grammar</b>	<b>Social English</b> Receiving visitors <b>Discussion</b> News and Views 1 <b>Language Feedback</b>	<b>Telephoning (3)</b> Checking Arrangements <b>Discussion</b> News and Views <b>Language Feedback</b>	<b>Telephoning (4)</b> Complaints, problem-solving and chasing <b>Discussion</b> <b>Language Feedback</b>	<b>Telephoning (5)</b> Demanding clients <b>Language Area</b> Reported speech and reporting verbs
L U N C H					
13:45 - 14:45	<b>Telephoning (1)</b> Useful Phrases Arranging a Meeting	<b>Telephoning (2)</b> Confirming and Changing Appointments Practice (recorded) and Feedback	<b>Listening</b> Taking and leaving messages	<b>Writing</b> Listening and minute taking: Electroflux meeting	<b>Vocabulary Revision</b> Loose ends (Finish at 1500)
B R E A K					
15:00 - 17 00	Social English in London <b>Language of Discussion</b> News Article: News and Views <b>Language Feedback</b>	<b>Social English</b> Directions and Small Talk <b>Receiving Visitors</b> <b>Discussion</b> <b>Language Feedback</b>	<b>CALL Language Practice</b> Individual exercises <b>Discussion</b> News and Views 4 <b>Language Feedback</b>	<b>Speaking</b> Numbers and figures <b>Discussion</b> News and Views 6 <b>Language Feedback</b>	
HOMEWORK	Find an interesting article from the press	Answering a letter	Writing a letter	Preparation for presentation	