

English for Business

English for Business Level 1 Targets:

1. Read and understand business-related texts
2. Write simple, brief business correspondence based on given information
3. Participate in conversations
4. Adapt forms of office correspondence and data to produce completed formats such as forms

Duration 60 Hours

Date	Topics to be covered	Instructor	For Review
16/02	Welcome Note Unit 1: Function – giving advice Small talk text– advise on the topic in Greece Case study – stating opinion / preference – reason	Lesa Mullen	
18/02	Unit 1: Reading Comprehension Comprehension exercises	Lesa Mullen	
23/02	Unit 1: Reading Comprehension Comprehension Practice Grammar – present time Adverbs of frequency	Lesa Mullen	
25/02	Unit 2: Sentence structure – S / V / O Grammar – countable and uncountable nouns Function – Polite requests and offers	Lesa Mullen	
02/03	Unit 2: Function – Making Suggestions Case Study – oral response to the letter	Lesa Mullen	
04/03	Unit 3: Vocabulary - Describing Trends Trends, graphs and figures Case study – changes in air travel	Lesa Mullen	
09/03	Unit 3: Grammar – passive voice Describing processes	Lesa Mullen	
11/03	Making a Presentation Organizing Content – Mind Mapping Functional Language Participants Present	Lesa Mullen	
16/03	Unit 4: Past time Adjectives and adverbs Case study	Lesa Mullen	
18/03	Email writing 2.5 Layout Functional Language	Lesa Mullen	
23/03	Email writing 1.5 Linking Words 1 Formality	Lesa Mullen	

Reading Week			
08/04	Unit 5: Asking questions Discussion	Lesa Mullen	
13/04	Unit 5: Vocabulary Asking questions Grammar – Comparatives and superlatives Case study - arguing, supporting statement	Lesa Mullen	
15/04	Unit 6: Defining circumstance situation Grammar – possible condition Discussion	Lesa Mullen	
20/04	Memo writing: layout and paragraphing Linking words 2	Lesa Mullen	
22/04	Memo writing 2 Structuring a memo Review authentic text and writing practice	Lesa Mullen	
24/04	Mock Exam	Invigilation	
27/04	Unit 6: Grammar – reported speech Case Study	Lesa Mullen	
29/04	Letter writing: layout and paragraphing Letters of enquiry and giving information Phrases Authentic texts & practice	Lesa Mullen	
06/05	Letter writing 2 Letters of complaints and apologising Phrases Authentic texts& practice	Lesa Mullen	
08/05	Unit 8: Reading comprehension Comprehension practice Past time – Present perfect Vocabulary - Make and do	Lesa Mullen	
11/05	Unit 8: Grammar – past time revision Case Study	Lesa Mullen	
EXAM PREPARATION			