

Business and Professional English 25+

Sample Timetable

NB This is a sample based on B1 level. The precise content will be finalised following a detailed needs analysis. For example, greater focus can be given to other topic areas outlined in the pre-course information such as pronunciation, once common priorities have been agreed and realistic objectives set among participants.

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00 – 10.15	First day: Interviews and needs analysis Induction	Grammar: Talking about facts and routines v. current projects	Grammar: Talking about the past - projects, career, co history etc	Grammar: Talking about change, updates etc.	Grammar: Talking about the future - organisation, the market etc.
	Vocabulary development: How to manage vocabulary and prioritise	Intercultural & Social Skills: Small talk: The weather Interests	Intercultural & Social Skills: Small talk: The weather Interests	Intercultural & Social Skills: Small talk: Theme (e.g. travel) Business etiquette	Intercultural & Social Skills: The cultural iceberg
10:30 – 12:20	Intercultural & Social Skills: Welcoming visitors	Vocabulary development: False friends	Vocabulary development: Confusing words	Vocabulary development: Make & do	Vocabulary development: Review
	Professional Themes: Targets & goals	Professional Themes: Projects	Professional Themes: Change	Professional Themes: Results	Professional Themes: Markets
	Listening Skills: Keywords	Listening Skills: Practice	Listening Skills: Weak forms	Listening Skills: Contractions	Listening Skills: Practice
13:30 - 15:00	Meetings & Negotiations: Clarifying and Verifying	Meetings & Negotiations: Opinions, agreeing, disagreeing	Meetings & Negotiations: Taking part in/chairing a meeting	Meetings & Negotiations: Interrupting	Meetings & Negotiations: Convincing and contradicting
	Communicating Detail: Company structure	Communicating Detail: Product/service description	Communicating Detail: Trends	Role Play: Meetings	Role Play/Problem Solving: Case study
15:15 – 16:40	Verbalising: Spelling	Professional Themes: Customers	Professional Themes: Development	Professional Themes: Brand	Professional Themes: Governance
	Professional Themes: Introduction to networking	Verbalising: Numbers	Presentations: Pacing	Communicating Detail: Trends (presenting graphs)	Communicating Detail Cause & results
	Communicative: Networking activity	Presentations: Signals	Role Play: Meetings	Presentations: Practice	Presentations: Recorded