

BUSINESS & PROFESSIONAL ENGLISH 25+

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:00 - 10:30	Introductions & Needs Analysis Getting to know you: Common collocations	Homework check: Emails Social English: Meeting people and making impressions	Homework check: Business idioms Listening & speaking: 8 steps to change presentation	Homework check: Business presentations Vocabulary & discussion: Explaining trends	Language check: Weekly review Reading & speaking: Negotiations quiz
BREAK					
10:50 - 12:20	Vocabulary & listening: Business expressions / describing your role, workplace and working environment	Vocabulary & listening: Client meetings Language input: Pitching and persuading	Discussion: Effective presentations Language input Presentation language	Describing change: Word order with adverbs Vocabulary & speaking: Referring to charts and numbers	Listening and speaking: Negotiation strategy and making concessions Negotiation: Supplier issues
LUNCH					
13:20 - 14:50	Vocabulary & speaking: CRM and following leads Listening: A message from a client	Case Study: Boots Chemist – pitching a loyalty scheme	Meetings language: Chairing / presenting data at meetings Meeting practice: Chairing mini-meetings	Speaking: Describing trends and change Listening: Data presentation	Language practice: Student-led presentations Feedback: Individual errors and common themes
BREAK					
15:10 - 16:40	Meetings language: Making and rejecting suggestions Meeting practice: CRM process meeting - Banos Ortiz	Meeting practice: Client meeting - overcoming problems and finding agreement	Meeting practice: Presenting data & summarising Social English: Professional visits	Vocabulary & speaking: Prepositions Discussion: Changes in my industry / making predictions	Vocabulary & speaking: Business idioms Weekly action plan: Next steps
Homework	Summary of meeting email	Business idioms	Prepare individual presentations	Prepare individual presentations	Course review

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09:00 - 10:30	Introductions & Needs Analysis	Homework check: Negotiation language	Homework check: Email language	Homework check: Report writing expressions	Language check: A difficult email
	Getting to know you: Tense review	Discussion: Negotiation preparation	Writing & speaking: Writing a report for an international audience	Listening & vocabulary: What being a leader means	Language input: Hedging and softening in speech and writing
<i>BREAK</i>					
10:50 - 12:20	Vocabulary & Speaking: Business expressions / describing your business in the past, present and future	Negotiation practice: Ashbury Guitars	Intercultural English: Working with and Indian partner	Vocabulary & speaking: Showing leadership and inspiring others – making the right choice scenarios	Roleplay: Having difficult conversations
<i>LUNCH</i>					
13:20 - 14:50	Negotiation Language: Active listening and paraphrasing	Feedback: Individual errors & useful phrases	Vocabulary & discussion: Working across cultures and getting your point across	Vocabulary & discussion: Leadership in a crisis - reading people	Grammar & speaking: Hypothetical language and conditionals to reflect
<i>BREAK</i>					
15:10 - 16:40	Case study: Ashbury Guitars – finding agreement on contract terms	Professional English: Phone call with line manager / reporting on agreement	Roleplay: Aururic Bank -Video conference with an international team	Language input: Delegating and inspiring others Meeting practice: Crisis at the top	Language check: Weekly review
Homework	Negotiation language	Email language	Report writing expressions	Writing a difficult email	Course review