

Trainer: XXXXXXXXXX

Date: XXXXXXXXXX

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00 - 10:30	<p><b>Introductions / Needs analysis</b></p> <p><b>Language Analysis</b> Tense review – talking about your career</p>	<p><b>Homework check</b> Email task</p> <p><b>Listening/Discussion</b> '8 steps to change' presentation</p>	<p><b>Vocabulary</b> Collocations - Business culture</p> <p><b>Business Workshop</b> "Culture and its impact on business"</p>	<p><b>Vocabulary</b> Sounding less direct in meetings</p> <p><b>Meeting role play</b> 'Boots Chemist' (see homework)</p>	<p><b>Weekly Review</b></p> <p><b>Presentations</b> (see homework)</p>
<b>B R E A K</b>					
11:00 - 12:30	<p><b>Meetings language</b> Making and rejecting suggestions</p> <p><b>Meeting</b> 'Making staff redundant'</p>	<p><b>Discussion</b> What makes an effective presentation?</p> <p><b>Presentation language</b> Pitching and persuading</p>	<p><b>Case study</b> 'Boots Chemist' – Improving client experience</p>	<p><b>Vocabulary/Listening</b> Referring to charts and numbers</p> <p><b>Speaking</b> Presenting data</p>	<p><b>Vocabulary</b> Management qualities</p> <p><b>Listening/Discussion</b> How to be a successful team leader</p>
H/W	<b>Write email to summarize meeting</b>	<b>Prepare presentation</b>	<b>Prepare 'Boots Chemist' meeting</b>	<b>Review class notes (Mon-Thurs)</b>	---
<b>L U N C H</b>					
13:15 - 14:45	<p><b>Introductions / Needs Analysis</b></p> <p><b>Listening/Vocabulary</b> Language used to describe trends and change</p>	<p><b>Language Development</b> Using conditionals to negotiate</p> <p><b>Negotiation language</b> Making concessions</p>	<p><b>Check homework</b> Conditionals exercise</p> <p><b>Negotiation</b> Terms and conditions of sale</p>	<p><b>Review</b></p> <p><b>Listening</b> Authentic listening - BBC News report</p>	<p><b>Weekly Review</b></p> <p><b>Pronunciation</b> Using stress to emphasize your point</p>
<b>B R E A K</b>					
15:15 - 16:45	<p><b>Discussion</b> Past/future changes in your industry</p> <p><b>Social English</b> Making impressions on people</p>	<p><b>Vocabulary</b> Common idioms used in negotiations</p> <p><b>Listening/Discussion</b> What makes a good negotiation?</p>	<p><b>Vocabulary</b> Fixed expressions used in emails</p> <p><b>Email writing</b> Formal/informal register</p>	<p><b>Case study</b> New market opportunities – dealing with a consulting firm</p>	<p><b>Negotiation</b> New market opportunities (See homework)</p> <p><b>Discussion</b> Setting future learning goals</p>
H/W	<b>Welcome drinks</b>	<b>Grammar exercises - conditionals</b>	<b>Write negotiation follow-up email</b>	<b>Prepare for negotiation</b>	---

**B**BUSINESS &  
**P**ROFESSIONAL  
**E**NGLISH 25 +

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