

## Sample Timetable

### English for Business

The English for Business program will help you develop accuracy and fluency in written and spoken English in a business context.

	Monday	Tuesday	Wednesday	Thursday	Friday
8.20-9.20	<b>Speaking</b> In pairs, students, participate in a socialising task and a group simulated task.	<b>Writing/Speaking</b> Search and present own company profile with logo, statement and brief.  *CALL	<b>Speaking</b> Group discussion about cultural differences in the community and in business.	<b>Writing</b> Business letter.  <b>Speaking</b> Telephoning skills.	<b>Writing</b> Students a short report about points they have learned in relation to culture.  *CALL
9.20-10.20	<b>Listening</b> Take notes from a recorded text.	<b>Speaking and Listening</b> Identifying main points from a spoken text, summarising.	<b>Listening</b> Listen to a speaker talking about cultural differences.	<b>Listening</b> Follow up telephoning with set tasks.	<b>Speaking</b> Using the daily paper choose an article to discuss with the class.
10.20-10.40	Break				
10.40-11.40	<b>Vocabulary and Reading</b> Describing an organisation.	<b>Grammar</b> Using appropriate question forms and seeking information (mock interviews).	<b>Reading</b> "Culture shock" and related questions and comments.	<b>Reading</b> Articles related to cultural awareness. Market leader cultural reference.	<b>Role play</b> Cultural tasks and activities.
11.40-12.40	<b>Writing</b> Using research skills prepare a PowerPoint presentation on their placement organisation.	<b>Writing Activity</b> Business letter writing and emails, messages etc used in business communication.	<b>Business idioms</b> <b>Grammar</b> Advice, obligation and necessity.	<b>Case study</b> <b>Business Briefings</b> Aspects of business culture.	<b>Writing</b> *CALL – write a thank you letter to employer.
<b>Afternoon</b>	Students can join optional Workshops or social activities through the <b>myEssentials</b> or <b>Hawthorn Activity Program</b>				
<b>Homework:</b>		Students complete a first draft of a business letter	Student completes second draft of their business letter		

\*CALL – Computer Assisted Language Learning

**For more information see [hawthornenglish.edu.au/courses/english-business](http://hawthornenglish.edu.au/courses/english-business)**

CRICOS Course Code: 063640B