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| **1st WEEK – 27.10.2023** |
| * Introduction to the Workshop – Getting to know the students * Eclass familiarization – setting the framework * LISTENING & SPEAKING/WRITING: “**SWOT Analysis”, “10 Effective Skills Managers Should Have”** |
| **HOMEWORK FOR NEXT WEEK (November, 3rd, 2023)**   * READING 7: “Managers” [found in eclass] * VOCABULARY: “Check your English Vocabulary for Business and Administration” [pp. 39-43, Recruitment 1-3] * LISTENING & WRITING: **“10 Effective Skills Managers Should Have” 🡺 listen and write a summary** |
| **2nd WEEK – 03.11.2023** |
| * READING / SPEAKING / LISTENING/WRITING: “English for Business Studies” – Unit 1/Management (printed form) * LISTENING & WRITING: **“10 Effective Skills Managers Should Have”** * BEC Practice: <https://www.cambridgeenglish.org/exams-and-tests/qualifications/business/> |
| **HOMEWORK FOR NEXT WEEK (November, 10th, 2023)**   * VOCABULARY: “Check your English Vocabulary for Business and Administration” [pp. 39-43, Recruitment 1-3] * LISTENING & WRITING: **“10 Effective Skills Managers Should Have” 🡺 listen and write a summary** * WRITING: present the organizational chart of your company |
| **3rd WEEK – 10.11.2023** |
| * READING / SPEAKING / LISTENING / WRITING: “English for Business Studies” – Unit 1/Management * BEC Practice: <https://www.cambridgeenglish.org/exams-and-tests/qualifications/business/> - only the Listening section * VOCABULARY: Vocabulary Practice 1 – uploaded in the Vocabulary Practice Resources of our eclass, have a hard copy for Friday to be done in class & “Business Vocabulary in Use”/Parts 6 and 7 * LISTENING: “Types of Organisational Structure” & “Effective Principles of Management by Peter Drucker” * WRITING: writing formal emails |