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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”**
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| **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**
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| **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/>
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| **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
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| **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
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