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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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| **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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| **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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| **4th WEEK – 24.11.2023*** READING / SPEAKING / LISTENING / WRITING: “English for Business Studies” – Unit 1, 3 & 6/” Management”, “Company Structure” & “Women in Business”
* SPEAKING: Role Play from Unit 6 “Women in Business”
* LISTENING: Listening Practice about company structure & Listening tasks from Units 1, 2 & 6
* VOCABULARY: Vocabulary Practice 2 & “Check your Vocabulary for Business and Administration”, pp. 62-64
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| **5th WEEK – 01.12.2023*** SPEAKING: Role Play from Unit 6 “Women in Business”
* VOCABULARY: “Check your Vocabulary for Business and Administration”, pp. 9-12
* LISTENING: Listening Practice about company structure & Listening tasks from Units 1, 2 & 6
* READING / SPEAKING / LISTENING / WRITING: “English for Business Studies” – Unit 1, 3 & 6/” Management”, “Company Structure” & “Women in Business
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| **HOMEWORK** |
| * LISTENING & WRITING: “10 Effective Skills Managers Should Have” 🡺 listen and write a summary [video link uploaded on Week 1 Videos & Links]
* BEC Practice: <https://www.cambridgeenglish.org/exams-and-tests/qualifications/business/> - only the listening uploaded in eclass (BEC Practice Listening 23112023/eclass)
* VOCABULARY: “Check your English Vocabulary for Business and Administration” [pp. 39-43, Recruitment 1-3]
* VOCABULARY: Vocabulary Practice 1 – uploaded in the Vocabulary Practice Resources of our eclass & “Business Vocabulary in Use” (e mailed to you by Anastasia) /Parts 6 and 7
* WRITING: in the Writing Practice Resources re-write the “writing formal mails” file into a formal mail.

* VOCABULARY: Vocabulary Practice 2 & “Check your Vocabulary for Business and Administration”, pp. 62-64
* WRITING: we discussed the format of writing formal/semi-formal/informal emails and paragraphs- in the Writing Resources section of our eclass, click on the FORMAL\_MAIL & WRITING\_PARAGRAPHS path, watch the relevant videos and prepare the writing tasks indicated in this table.
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