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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”** |
| **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/> |
| **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 |
| **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 |
| **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 |
| **6th WEEK – 08.12.2023**   * LISTENING: Listening Practice about company structure [has been uploaded in our eclass since Week 3] & 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” * WRITING: discussion on how to write formal letters * VOCABULARY: “Check your English Vocabulary for Business and Administration” [pp. 25-27, Letters] |
| **7th WEEK – 15.12.2023**   * WRITING: discussion on how to write formal letters * VOCABULARY: “Check your English Vocabulary for Business and Administration” [pp. 16-17, Formal words] - “Business Vocabulary in Use”/Parts 8,9 & 10 * READING / SPEAKING / LISTENING / WRITING: “English for Business Studies” – Unit 1, 3 & 6/” Management”, “Company Structure” & “Women in Business” * LISTENING: Listening Practice about company structure [has been uploaded in our eclass since Week 3 |
| **8th WEEK – 22.12.2023**   * LISTENING: Listening Practice about company structure [has been uploaded in our eclass since Week 3) |
| **9th WEEK – 12.01.2024**   * READING / SPEAKING / LISTENING / WRITING: “English for Business Studies” – Unit 6/ “Women in Business” * VOCABULARY: “Check your English Vocabulary for Business and Administration” [pp. 23-24 & 65-66] * LISTENING/VIDEOS: Listening Practice about C-suite |

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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, pp. 9-12 * 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. * WRITING: write a formal email 🡺 in out last class we formed groups and we worked on the role play from Unit 6 “Women in Business” [see Speaking Resources in our eclass]. The conclusions/suggestions were written on the whiteboard and they have to be used as the basis for writing a formal informative email from the CEO of the company to the other Depts. |

VOCABULARY: p.28, “Meetings and presentations:

WIKINOMICS: watch the video and write a short summary