# Weeks 1-3

## Placement Exams

### Take Placement Exam

### Discuss difficult areas

### Record WhatsApp message

## Vocabulary

### Practice Business Vocab

#### Read Management Styles 1 – Business Vocabulary in Use

#### Write “Suggestions to Encourage Initiative” prompt

### Practice Body Vocab

#### Parts of the body worksheets

#### Parts of the body song

## Comprehension

### Listen to Songs

#### “Head, Shoulders, Knees, and Toes” - YouTube

### Listen to Native Speakers at Full Speed

#### Clip from TV series ‘Friends’ both with and without subtitles

##### Identify Slang and Phrasal Verbs

#### 120 mins of free speech with corrections (~20 min per class)

### Read “The Uniform”

#### Complete Grammar Exercises with focus on tenses

#### Write “First Day of Work Experience” prompt

## Produce

### 120 mins of free speech with corrections (~20 min per class)

### Complete three writing prompts of ½ page or more

#### Suggestions to Encourage Initiative

#### First Day of Work Experience

#### Phrasal Verb Prompt with Required Words

### Complete 2 speaking prompts

#### Prepare a short speech for your boss describing when your company could be more efficient and how (if he gave you a promotion) you could change this

#### Describe you worst injury

## Review

### Phrasal Verbs Worksheet

### Phrasal Verb Writing Prompt with Required Words

### Complete Unit 1 – Using “To Be” Review

# Weeks 4-6

## Vocabulary

### Business Vocab

#### Employment and Employability – Business Vocabulary

#### The Rules of Work – English Results

#### What not to say your first day of work – YouTube

#### Flexibility and Inflexibility – Business Vocabulary

### Recreational Vocab

#### By the Water – Worksheet

### Common Phrases

#### Clips from ‘Friends’

## Comprehension

### Reading

#### Employment and Employability – Business Vocabulary

#### The Rules of Work – English Results

#### By the Water – Worksheet

#### Snow Day - Worksheet

#### What not to say your first day of work – YouTube

#### Flexibility and

### Listening

#### 120 mins of free speech with corrections (~20 min per class)

#### Clip from TV series ‘Friends’ both with and without subtitles

##### Identify Slang

#### What not to say your first day of work - YouTube

## Production

### Speaking

#### Prepare and present a self-help guide for those looking to travel the world in the most expensive manner possible

#### Summarize clip from friends and speak about how they could have behaved differently

#### Grammar worksheet – “ed”

### Writing

#### Employment and Employability writing prompt – Business Vocabulary

#### Snow Day – finish the story worksheet

## Review

### Unit 2 – Present Tense

# Weeks 7-9

# Weeks 10-12

# Week 13