

17664 B1 KALAN/BAXTER DETAILED PROGRAMME			
Day 1	Time	Objective - Functions	Material/Notes
01/12/25 INTRODUCTIONS	8:45 – 9:00	<i>COFFEE</i>	
	9.00 – 9.30	OPEN: Amanda Grey Messages	Message cards, vocab box
	9.30 – 10:45	<i>Objective 1: Word categories</i>	Board
	10:45 – 11:00	<i>COFFEE</i>	
	11:00 – 12:15	<i>Objective 2: Discover the history of English & what this means for vocabulary</i>	<i>Hands on</i>
	12:15 – 13:45	<i>LUNCH</i>	
	13:45 – 15:00	<i>Objective 3: Identify language to explain what you & your colleagues do & your ongoing projects</i>	Z:\Current\Intensive weeks\2025\17764 B1 01-05 December\Content\17764_Day_1_Introductions.docx QWk PreInt & Intell Bus Elem Present simple & continuous & time markers
	15:00 – 15:15	<i>COFFEE</i>	
	15:15 – 16:30	<i>Objective 4: Describe what you & your colleagues do & your ongoing projects</i>	Ask and answer Qs to get to know each other ?
	16:30 – 17:00	CLOSE: Fun !	

Day 2	Time	Objective - Functions	Material
02/12/25 KPI	8:45 – 9:00	<i>COFFEE</i>	
	9.00 – 9.30	OPEN:	
	9.30 – 10:45	<i>Objective 1: Identify language to report on KPI</i>	F:\Content\Lesson plans_Book pages\Business Objectives Intl\BObj9_PRESENTING STATISTICS p88-89.doc Past simple, verbs of movement
	10:45 – 11:00	<i>COFFEE</i>	
	11:00 – 12:15	<i>Objective 2: Report on KPI</i>	
	12:15 – 13:45	LUNCH	
	13:45 – 15:00	<i>Objective 3: Discover the 3 Secrets of Spoken English: Stress, Linking & Collocations</i>	B1 versions
	15:00 – 15:15		
	15:15 – 16:30		
	16:30 – 17:00	CLOSE: Fun!	Use your ears Mazes in Lesson materials\Games_Handson_Transfer_activities\ SoundNotSpelling

	Time	Objective - Functions	Material
03/12/25 SMALLTALK	8:45 – 9:00	COFFEE	
	9.00 – 9.30	OPEN:	
	9.30 – 10:45	Objective 1: Initiate smalltalk	<i>Present perfect – have you ever ... ? When ... Past simple Questions</i>
	10:45 – 11:00	COFFEE	
	11:00 – 12:15	Objective 2: Put into practice !	
	12:15 – 13:45	LUNCH	
		Out & about	

Day 4	Time	Objective - Functions	Material
17/04/25 COMMUNICATION	8:45 – 9:00	COFFEE	
	9.00 – 9.30	OPEN:	
	9.30 – 10:45	Objective 1: Identify language & expressions for managing communication problems & for participating in meetings	Polystock etc
	10:45 – 11:00	COFFEE	
	11:00 – 12:15	Objective 2: Ask for and give your opinion in a meeting	Transfer Ping pong
	12:15 – 13:45	LUNCH	
	13:45 – 15:00	Objective 3: Identify tools for written communication and strategies for listening	Perhaps 360 Listening advice, then exercise similar to independent learning booklet where they find something to listen to and explore, then report back on words.
	15:00 – 15:15	COFFEE	
	15:15 – 16:30	Objective 4: AI Tools treasure hunt	Would this work ? The main objective is to get them to show them how to use AI tools to help them with their written communication (& continuing learning journey)
	16:30 – 17:00	CLOSE: Fun !	

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Day 5	Time	Objective - Functions	Material
05/01/25 THE FUTURE!	8:45 – 9:00	COFFEE	
	9.00 – 9.30	OPEN:	
	9.30 – 10:45	<i>Objective 1:</i> Identify language to talk about future events, travel plans & arrangements	? F:\Content\Lesson plans_Book pages\Business Objectives Intl\Unit 8 p78 - 81 Tracks 43-45 & 49 Arrangements.docx
	10:45 – 11:00	COFFEE	
	11:00 – 12:15	<i>Objective 2:</i> Discuss future events, travel plans & arrangements	
	12:15 – 13:45	LUNCH	
	13:45 – 15:00	<i>Objective 3:</i> Finalise paperwork: TdP 2, Action Plan > ECC, EAC	
	15:00 – 15:15	COFFEE	
	15:15 – 16:30	<i>Objective 4:</i> Memorisation by creating a connection to new words: Fishbowl – full 3 rounds!	
	16:30 – 17:00	CLOSE: Fun!	

<https://www.youtube.com/watch?v=Cm68YbOvPYM>

https://www.youtube.com/watch?v=YqW_aEcsGx4&list=RDYqW_aEcsGx4&start_radio=1