

Course Plan for

May 2019 - October 2019

Instructor:		
Participant:		
Total Hours: 30 (20 x 1.5 hour class)		
Course Objectives: <ul style="list-style-type: none"> • To improve listening and speaking, particularly in fluency, pronunciation, and sentence structure; • To expand knowledge of vocabulary and phrases used in both business (particularly in the finance industry) and social environments (such as travel and survival English for overseas' trips); and • To improve skills in a range of situations such as small talk, meetings, telephoning, and email writing. 		
Course Content Description: <p>This course is designed to focus on language that is used in both business and social scenarios using a range of topics, with an emphasis on speaking fluency and listening skills.</p> <p>The content of each class will include interactive activities, worksheets, work-related material, and any other material that will give additional practice in the correct use of language such as grammar, vocabulary usage, pronunciation, etc.</p>		
Class	Topic	Content
1-5	Introductions and Social English Finance English	-How to ask questions -Greetings -Small talk topics & techniques -Continuing conversations -Financial news

Class	Topic	Content
6-10	Meetings Finance English	<ul style="list-style-type: none"> -Giving & asking for opinions -Agreeing & disagreeing -Asking questions -Clarifying -Interrupting -Financial news
11-13	Travel English Finance English	<ul style="list-style-type: none"> -Airport English eg check-in, immigration, baggage claim -Asking and giving directions -Taking a taxi -Taking a bus/train -Financial news
14-18	Email Writing Finance English	<ul style="list-style-type: none"> -Structure -Tone -Phrases and language -Different types of emails -Financial news
19-21	Survival English Finance English	<ul style="list-style-type: none"> -How to shop in English -Hotel English eg check-in, check-out -Restaurant English, eg dining phrases, ordering food, paying the bill -Financial news
22-24	Telephoning Finance English	<ul style="list-style-type: none"> -Receiving calls -Taking & leaving messages -Making & changing appointments -Financial news