

## Scheme of Work Business English

Course Length: 50 Lessons Lesson Length: 100 minutes

Course Aims: (adapted from the CEFR 'Can do' statements for)

By the end of the course students will

- Have developed in the understanding and use of a range of grammar, such as reported speech; modal verbs; linking and contrasting as well as the passive.
- Have developed in their understanding of a range of business related topics, including relevant vocabulary such as managing conflict; delegating; emailing.
- Have developed in ability to discuss differing business related topics.
- Have developed more understanding of relevant business related aural texts and be able to reflect on these through discussion.
- Have developed more understanding of relevant business related written texts and be able to reflect on these through discussion.

The extra materials for this course can be accessed at

<https://www.macmillaneducationeverywhere.com>

Username: BritanniaManchester

Password: Irk@2018

### • Course Outline

<u>Lesson (Unit)</u>	<u>Topic/ Lexical focus</u>	<u>Skills Objectives</u>	<u>Grammar/Language Objectives</u>	<u>Materials</u>
1 (1)	<b>Business or Pleasure</b> (small talk/corporate entertainment)	<b>Listening:</b> identifying gist; identifying specific details; making notes; reflecting on a text. <b>Speaking:</b> making small talk	<b>Tense Review</b>	CB - Coursebook WB - Workbook CB pp 6-7 pp 11-12

2 (1)	<b>Making Conversation</b>	<b>Listening:</b> identifying gist; identifying specific details; identifying relationships between people.		CB pp.8-9 p.12
3 (2)	<b>Meetings</b> (topic related collocations) (the language of meetings)			CB pp.13-14 pp. 16-18
4 (2)	<b>Debating Issues</b>	<b>Speaking:</b> making comparisons between cultures; planning and making proposals <b>Listening:</b> identifying specific language; identifying specific details	<b>Conditionals</b>	CB pp.12-13 pp.18-19
5 (3)	<b>Rapport</b>	<b>Speaking:</b> discussing rapport <b>Reading:</b> identifying gist; relating a text to a picture. <b>Listening:</b> identifying specific details.		CB pp.20-21
6 (Management Scenario)	<b>Lexis related to cultural sensitivity</b>	<b>Speaking:</b> discussing the culture within an organisation; discussing cultural sensitivity. <b>Reading:</b> identify specific details; <b>Listening (video):</b> identifying specific details; identifying specific language		CB pp.22-23
7 (4)	<b>Public Speaking Predictions</b>	<b>Reading:</b> scanning to check predictions; reflecting on a text through discussion.	<b>Modal Verbs</b>	CB pp.26-27
8 (4)	<b>Visuals in Presentations</b> (collocations/ commenting on visuals)	<b>Listening:</b> identifying how a speaker sounds; identifying sentence stress; reflecting on a text through discussion. <b>Speaking:</b> pausing when speaking; preparing and giving a presentation		CB pp.24-25 p.30
9 (progress test)		Progress test: Assessment of Students progress		Progress Test
10. (5)	<b>Using the Phone</b> (problems on the phone- related collocations) (phrasal verbs)	<b>Listening:</b> identifying vocabulary; making notes; checking ideas; identifying specific words.	<b>Complex question formation</b>	CB p.31/ 34-35
11. (5)	<b>Dealing with Complaints</b> (relevant vocabulary: small talk/getting down to business/requesting	<b>Speaking:</b> discussing complaints; discussing emails.		CB pp.30-31

	assistance/offering assistance/ending a call)			
12. (6)	<b>Meetings</b> (leading a meeting -relevant collocations)	<b>Speaking:</b> discussing different kinds of meetings; <b>Reading:</b> reflecting on a text through discussion;	Linking and contrasting ideas	CB pp. 37-39/p.43
13. (6)	<b>Meetings</b> (relevant idiomatic expressions) ( <b>Companies and capital/The financial pages</b> )	<b>Listening:</b> identifying information; identifying specific language. <b>Speaking:</b> role playing a meeting through a game.		pp.40-42
14. (7)	<b>Coaching</b> (relevant vocabulary)	<b>Reading;</b> deducing the meaning of words through context; <b>Speaking:</b> discussing coaching <b>Listening:</b> making notes		CB pp.44-45
15. (Scenario B)	<b>Coaching</b> (relevant phrases)	<b>Speaking:</b> identifying and discussing different kinds of coaching; preparing and giving a short presentation. <b>Reading:</b> identifying specific details; <b>Listening (video):</b> identifying mood; reflecting on a text through discussion.		CB pp.46-47
16. (8)	<b>Promoting Ideas</b> (relevant expressions/phrasal verbs)	<b>Listening:</b> identifying specific details'; identifying gist;	<b>The Passive</b>	CB pp.48-49 p.53
17. (8)	<b>Innovation</b> (relevant vocabulary) (structuring a presentation) (pitching an idea)	<b>Listening:</b> identifying specific details; identifying specific language <b>Speaking:</b> preparing and giving a presentation pitch.		CB pp.50-52 p.54
18. (9)	<b>Building a Relationship</b> (relevant collocations) (social issues)	<b>Speaking:</b> discussing relationships at work; discussing different perspectives; discussing and comparing scenarios; roleplaying situations. <b>Listening:</b> making notes; identifying key vocabulary; matching gist.	<b>Multi-word sentences</b>	CB pp.55-56 p.61
19. (9)	<b>Networking</b>	<b>Speaking:</b> discussing socialising out of the office; roleplaying a business related dinner. <b>Reading:</b> reflecting on a text through discussion;		CB pp.57-60 p.62

		<b>Listening:</b> identifying gist; identifying specific language;		
20. (progress test)		Progress test: Assessment of Students progress		Progress Test
21. (10)	<b>Making Decisions</b> (phrases to describe decision making)	<b>Speaking:</b> discussing dilemmas; <b>Reading:</b> reflecting on a text	<b>Articles</b>	CB pp.63-65
22. (10)	<b>Relevant Collocations</b>  <b>Marketing</b>	<b>Listening:</b> identifying specific details; identifying specific language <b>Reading:</b> identifying specific details; reflecting on a text through discussion;	.	CB pp. 6-67 p.68
23. (11)	<b>Stress</b>	<b>Speaking:</b> discussing stress <b>Listening:</b> identifying gist; identifying specific details; identifying specific language. <b>Reading:</b> making predictions; identifying gist; reflecting on a text through discussion.		CB pp.70-71
24. (Scenario C)	<b>Pitching an Idea</b> (related collocations)	<b>Speaking:</b> discussing persuasiveness; preparing and delivering a pitch. <b>Reading:</b> identifying specific details; <b>Listening (video):</b> identifying specific details; identifying specific language; reflecting through discussion.	.	CB pp.72-73
25. (12)	<b>Emailing</b> (prepositional phrases)	<b>Reading:</b> reflecting through discussion; <b>Speaking:</b> discussing emails <b>Listening:</b> identifying gist; identifying specific details; reflecting through discussion.	<b>Future Forms</b>	CB p. 74/ p.78  pp. 80-81
26. (12)	<b>Emailing</b> (phrases)	<b>Listening:</b> identifying gist; <b>Reading:</b> reflecting on a text through discussion; being concise; using an appropriate register and style: writing an email; assessing an email. <b>Writing:</b> punctuation;		pp.75-77 p. 79. p.81

27. (13)	<b>Making an Impact</b> (phrases useful in presentation giving).	<b>Speaking:</b> rhetorical techniques to make a piece of oratory more effective; phrases which are useful in presentation giving. <b>Listening;</b> identifying specific language	<b>Rhetorical Techniques</b>	CB pp. 83-84
28. (13)	<b>Making an Impact</b> (phrases useful in presentation giving).	<b>Speaking:</b> rhetorical techniques to make a piece of oratory more effective; phrases which are useful in presentation giving. <b>Listening;</b> identifying language.	<b>Metaphor</b>	CB p 82 & p.83
29. (14)	<b>Out and About</b> (Travelling with Work -relevant phrases) (storytelling)	<b>Speaking:</b> discussing what to take on a business trip. <b>Reading:</b> reflecting on a text through discussion; identifying gist; identifying specific language.		CB pp.90-91 p. 94
30. (14)	<b>Out and About</b> (Travelling with Work -relevant phrases). (Sharing anecdotes)	<b>Listening:</b> identifying specific details; making notes <b>Speaking:</b> Roleplaying a business lunch	<b>Narrative Tenses</b>	CB pp.93-93 p.94
31. (Progress Test)		Progress test: Assessment of Students progress		Progress Test.
32. (15)	<b>Delegation</b>	<b>Speaking:</b> discussing delegation. Roleplaying delegation. <b>Reading:</b> identifying gist; making and checking predictions; scanning for synonyms. <b>Listening:</b> identifying gist; identifying specific language. reflecting on a text through discussion.		CB pp.96-97
33. (Scenario D)	<b>Managing Change.</b>	<b>Speaking:</b> discussing change. Roleplaying a meeting <b>Writing:</b> punctuation; writing an email. <b>Listening</b> (video): identifying details; inferring attitude; identifying details.		CB pp.98-99
34. (16)	<b>Teleconferencing</b> (relevant collocations/phrases)	<b>Speaking:</b> discussing teleconferencing; <b>Reading:</b> identifying specific details; identifying language.		CB pp.100-101 pp.105-106

		<b>Listening:</b> identifying specific details; identifying specific language;		
35. (16)	<b>Teleconferencing</b> (relevant collocations/phrases)	<b>Listening:</b> identify specific details; inferring attitude. <b>Speaking:</b> preparing for and roleplaying a teleconference.	<b>Reporting Verbs</b>	CB pp.102-104 p.105
36. (17)	<b>Negotiating</b> (relevant compound adjectives/expressions)	<b>Speaking:</b> discussing texts <b>Reading:</b> identifying specific details; identifying specific language.	<b>Diplomacy and persuasion</b>	CB p.107 pp.110-11 p.113
37. (17)	<b>Negotiating</b> (relevant collocations/expressions)	<b>Speaking:</b> discussing negotiating style/tactics;		CB pp.108-109 p.113
38. (18)	<b>Mediating</b> (relevant collocations)	<b>Speaking:</b> discussing mediation; <b>Reading:</b> making predictions; skimming to confirm predictions; deducing the meaning of vocabulary. <b>Listening:</b> reflecting on a text through discussion, identifying specific points		CB pp.114-115
39 Scenario E	<b>Moral Quarrel</b> (relevant lexis/collocations)	<b>Speaking:</b> discussing issues; making language less aggressive/more assertive; preparing and performing a roleplay. <b>Listening (video):</b> identifying gist; identifying specific details.		pp.116-117
40. Progress Test	Progress test: Assessment of Students progress			Progress Test