

Week:	Commencing:	Rooms:
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Trainers:	Participant: Company:
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<p>Monday morning</p> <p>9.00 Introduction and Needs Analysis</p> <p>9.45 Discussion: Communication at Work Language feedback</p> <p>10.45 News and current affairs Presentation theme</p> <p>12.00 Guided study and review of learning</p> <p>12.30 Lunch with a trainer</p>	<p>afternoon</p> <p>2.00 Group introductions and job overviews Language feedback</p> <p>2.45 Multimedia: Work and Jobs Vocabulary development</p> <p>3.45 Discussion: Company Culture Language feedback</p> <p>4.30 Guided study and review of learning</p> <p>5.00 Return to host family (or self-study)</p>
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<p>Tuesday morning</p> <p>9.00 News and current affairs</p> <p>9.45 Discussion: Competition and markets Language feedback</p> <p>10.45 Telephone simulation: Making arrangements Language feedback</p> <p>12.00 Guided study and review of learning</p> <p>12.30 Lunch with a trainer</p>	<p>afternoon</p> <p>2.00 Discussion: Cultural differences in meetings Language feedback</p> <p>2.45 Meeting simulation: Planning a cross-cultural conference Language feedback</p> <p>3.45 Social English: Initiating discussions at a conference</p> <p>4.30 Guided study and review of learning</p> <p>5.00 Social activity with a trainer</p> <p>6.00 Return to host family</p>
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<p>Wednesday morning</p> <p>9.00 News and current affairs</p> <p>9.45 Presentation rehearsal Language feedback</p> <p>10.45 English for graphs, charts and statistics</p> <p>12.00 Guided study and review of learning</p> <p>12.30 Lunch with a trainer</p>	<p>afternoon</p> <p>2.00 Conference call simulation Language feedback</p> <p>2.45 Discussion: Company Strategy Language feedback</p> <p>3.45 Video: A company overview Vocabulary development</p> <p>4.30 Guided study and review of learning</p> <p>5.00 Return to host family (or self-study)</p>
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<p>Thursday morning</p> <p>9.00 Presentations Language feedback</p> <p>10.00 News and current affairs</p> <p>10.45 Discussion: Building relationships with customers and suppliers</p> <p>12.00 Video feedback from presentation and guided self study</p> <p>12.30 Lunch with a trainer</p>	<p>afternoon</p> <p>2.00 Negotiation simulation Language feedback</p> <p>2.45 Discussion: Products Language feedback</p> <p>3.45 English for emails</p> <p>4.30 Guided study and review of learning</p> <p>5.00 Return to host family (or self-study)</p> <p>7.00 Social evening with trainers</p>
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<p>Friday morning</p> <p>9.00 Progress evaluation News and current affairs</p> <p>9.45 Discussion: Political and Economic Factors Language feedback</p> <p>10.45 Telephone simulation: Exchanging information Language feedback</p> <p>12.00 Guided study and review of learning</p> <p>12.30 Lunch with a trainer</p>	<p>afternoon</p> <p>2.00 Discussion: Changes in society Language feedback</p> <p>2.45 Video: Technology Vocabulary development</p> <p>3.30 Social English: a round-up of the week's activities</p> <p>4.00 Course ends</p>
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Course reviewed and approved by