

Scheme of Work Business English

Course Length: 40 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 mergers; marketing; 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

Some business-related extra materials for this course can be accessed at:

<https://www.macmillaneducationeverywhere.com>

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- **Course Outline**

| <u>Lesson (Unit)</u> | <u>Topic/ Lexical focus</u> | <u>Skills Objectives</u> | <u>Grammar/Language Objectives</u> | <u>Materials</u> CB - Coursebook TB - Teachers' Book |
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| 1 (1) | Communication | Listening: <i>identifying gist; identifying specific details; making notes; reflecting on a text.</i> Reading: email for and against; <i>reading for gist, for specific details and language</i> | Communication on related language | CB pp 6-9 |
| 2 (1) | Communication | Listening and Speaking: <i>discussing communication breakdowns on the phone.</i> Writing: an email | Idioms | CB pp.8-9 TB p.204 |

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| 3 (1) | Communication | Listening and Speaking: Case study Speaking: Dealing with communication breakdown. Reading: corporate communication | | CB pp.12-13 TB p.175 TB pp.114-115 |
| Self-study advice (1) | Draw students attention to the DVD Rom in the back of the book | | | |
| 4 (2) | International Marketing | Speaking: <i>discussing internationally marketed brands.</i> Reading: Italian Luxury. | Marketing word partnerships (collocations) | CB pp.14-15 |
| 5 (2) | International Marketing | Listening (How to market internationally): Speaking: brainstorming Writing: an email | Nouns compounds and noun phrases | CB pp.18-19 TB p.205 |
| 6 (2) | International Marketing | Listening and Speaking: Case Study Reading: Global Brands. Speaking: International marketing | | CB pp.20-21 TB pp.118-119 TBp.176 |
| Self-study advice (2) | Draw the students attention to the business pages available on free newspapers such as https://www.theguardian.com/uk/business and www.theindependent.com | | | |
| 7 (3) | Building Relationships | Vocabulary: describing relationships, Speaking: building relationships Listening: Business partnerships | | CB pp.22-24 |
| 8 (3) | Building Relationships | Reading: Business networks in China, Writing: Writing an email | Multiword verbs | CB pp.24-26 TB p.206 |

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| 9 (3) | Building Relationships | Speaking and Listening (Case Study): Working for free. Reading: Doing Business in Russia Speaking: Building Relationships. Networking | | CB. pp.28-29 TB pp.124-125 TB. P.179 |
| Self-Study (3) | Direct students to the business briefing programme on the I-player. https://www.bbc.co.uk/iplayer/episode/m0009h7k/business-briefing-14102019 | | | |
| 10. (progress test) | | Progress test: Assessment of Students progress | | Progress Test CB pp.32-35 |
| 11 (4) | Success | Reading: a profile Listening: successful business | Prefixes | CB pp. 36-39 |
| 12 (4) | Success | Listening and Speaking: Negotiating Writing: a formal letter | Present and Past tenses | CB pp.24-25 TB p.207 |
| 13 (4) | | Case Studies: A football team Reading: Successful Strategic Change Speaking: negotiating | | CB pp. 42-43 TB. P.128 TB p.179 |
| Self-study (4) | Direct the students to advice on writing a formal letter videos on youtube: https://www.youtube.com/watch?v=PgwmAUJx248 | | | |
| 14. (5) | Job Satisfaction | Listening: Staff motivation Reading: Working for the best companies | Synonyms and Word Building | CB 44-47 |
| 15 (5) | Job Satisfaction | Listening and Speaking: Cold calling Writing: an email | Passives | CB pp.48-49 TB. P.208 |

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| 16. (5) | Job Satisfaction | Case Study: Relationships at work Reading: a different way of working Speaking: Cold Calling | | CB pp.50-51 TB p.132 TB p.180 |
| Self-Study (5) | Direct students to interview with a business mogul video series on Ted Talks. | | | |
| 17 (6) | Risk | Listening: Managing risks Reading: Insuring trade risks | Describing Risk | CB pp.52-55 |
| 18. (6) | Risk | Listening and Speaking: Reaching agreement Writing: an email | Adverbs of degree | CB pp.56-57 TB.209 |
| 19. (6) | Risk | Case Study: a mining company assesses risk Speaking: reaching an agreement Reading: Celebrity Endorsements | | CB pp.58-59 TB pp.132-133 |
| Self-Study (6) | Direct students to the business bites section of the Metro newspaper. | | | |
| 20. (progress test) | | Progress test: Assessment of Students' progress | | Progress Test CB pp.62-65 |
| 21. (7) | Management Styles | Listening: Successful managers Reading: Management styles | Management Qualities | pp. 66-69 |
| 22. (7) | Management Styles | Speaking and Listening: Presentations Writing: an email | Text Reference | CB pp.70-71 TB. p.210 |
| 23. (7) | Management Styles | Case Study: Choosing a manager Speaking: a presentation. Reading: The future of management | | CB. pp.72-73 TB. P.182 TB p.140 |
| Self-Study (7) | Direct students to this video on youtube or ted talks on giving a presentation: | | | |

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| | https://www.youtube.com/watch?v=lwpi1Lm6dFo | | | |
| 24 (8) | Team Building | Listening: Building successful teams Reading: New ways of team building | Prefixes | CB.74-77 |
| 25. (8) | Team Building | Listening and Speaking: Resolving conflict Writing: a letter | Modal Perfect | CB pp.78-79 |
| 26. (8) | Team Building | Case Study: Motivating Staff. Speaking: Team building Reading: Team building | . | CB pp. 80-83 TB. P.183 TB p.144 |
| Self-study (8) | Direct students to videos on youtube giving advice on writing a letter. https://www.youtube.com/watch?v=PgwMAUJx248 | | | |
| 27. (9) | Raising Finance | Listening: Raising money Reading: Finding finance | Financial Terms | CB pp. 82-85 |
| 28. (9) | Raising Finance | Listening and Speaking: Negotiating Writing: a letter | Dependent Prepositions | CB pp.86-87 TB p.211 |
| 29. (9) | Raising Finance | Case Study: Negotiating with a distributor Speaking: Negotiating Reading: Raising finance | Future Forms | CB pp. 88-91 TB. P.184 TB. P.146 |
| Self-Study (9) | Direct students to Tricky Business series to be found at 4OD https://www.channel4.com/programmes/tricky-business | | | |
| 30. (progress test) | | Progress test: Assessment of Students progress | | Progress Test CB pp.92-95 |
| 31. (10) | Customer Service | Listening: Customer Service Reading: Changing customer service | Complaints | CB pp. 96-99 |
| 32. (10) | Customer Service | Listening and Speaking: Active listening Writing: an email | Gerunds | CB p 100-101 TBp.213 |

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| 33. (10) | Customer Service | Case Study: Prioritising complaints Reading: Social Media Speaking: Customer Service | | CB pp.102-103 TB pp.152-153 TB p.185 |
| Self-Study (10) | Direct students to video on writing a professional email: https://www.youtube.com/watch?v=3Tu1jN65slw | | | |
| 34. (11) | Crisis Management | Listening: Dealing with crises Reading: Dealing with crises | Handling Crises | CB pp.104-107 |
| 35 (11) | Crisis Management | Listening and Speaking Asking and answering difficult questions Writing: a press release | Conditionals | CB 108-109 TB. p214 |
| 36. (11) | Crisis Management | Case Study: Launching a product. Speaking: Crisis Management (asking and answering difficult questions) | | CB pp.110-111 TB p.186 |
| Self-Study (11) | Direct students to Business Daily podcast. www.bbc.co.uk/worldservice | | | |
| 37. (12) | Mergers and Acquisitions | Listening: Making acquisitions Reading: Acquiring a green business | Describing Mergers and acquisitions | CB pp.112-114 |
| 38. (12) | Mergers and Acquisitions | Listening and Speaking: Making a Presentation Writing: an email. | Predictions and Probability | CB pp.116-117 TB. p.215 |
| 39. (12) | Mergers and Acquisitions | Case Study: Acquiring new business Speaking: Making a presentation Reading: Conflict in mergers and acquisitions | | CB pp.118-121 TB.p.187 TB. pp.160-161 |
| Self-Study (12) | Direct students to this business English test: https://www.cambridgeenglish.org/test-your-english/business/ | | | |

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| 40. Progress Test | Progress test: Assessment of Students' progress | | | CB pp.122-123 |
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