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8 day Course Timetable

DAY ONE	DAY TWO	DAY THREE	DAY FOUR	DAY FIVE	DAY SIX	DAY SEVEN	DAY EIGHT
Introduction to Business English	**Meetings and Interviews**	**Telephoning and Tele-conferencing**	**Exploiting Authentic Materials**	**Presentations**	**Negotiations**	**Teaching Business English One to One**	**Networking and Socialising in a Business Context**
General English v Business English	Types of Meetings	Telephone English v English on the Phone	Definitions of Authenticity	Intercultural Considerations: Audience Expectations	Terms and Definitions	The Learning Environment	Conversation Analysis
The Business English Learner	Culture Clash	Formulaic Language Practice Activities	Pros and Cons	Body Language	Positional v Interest-Based Negotiation	Dynamics	Situational Dialogues
Learner Level and Motivation	Fixed Expressions and Gambits	Phonology Work	Small Stuff: Cartoons, Jokes Quotes, Photos	Voice and Delivery	Stages of a Negotiation	Teaching Aids	Trains, Planes and Taxis
New Class Activities	Native and Non-Native Speaker Differences	Multi-tasking activities	Client-Generated Materials	Soundscripting Using a PC	Negotiation Tactics and How to Counter Them	A Coaching Mindset	Networking at Conferences
From ELT to HRD	The Cooperative Principle	Intercultural Considerations: Politeness and 'Face'	Text Evaluation Criteria (Articles)	Structure and Navigation	The Language of Diplomacy and Persuasion	Response-ability	Entertaining Clients and Colleagues
Key Skills of a Good Business English Trainer	Re-fabricated Expressions	Call Planning and Delaying Tactics	Context > Text > Content > Co-Text	Visuals	Reformulation for (In)directness	Emergent Language	Anecdote Telling
The Trainer-Client Relationship	Group Language Experiment	Problem-Solving on the Phone	Editing / Grading Articles	VA Design and PowerPoint	**Roleplays, Simulations and Case Studies 3**	Just-in-Time Teaching	Using Visuals to Set Scenes
Goals and Outcomes	Chairing and Facilitating	SMS – Toy or Business Tool?	Exploiting for Content and Language: Pre-, During- and Post-Task	Rhetorical Devices	Types of Negotiation	Teaching Techniques: Counselling Learning, Silent Way, Metaplan	Designing Roleplays that Combine Elements of Business and Pleasure
Workplace Research	Micro-Skills Workouts: Interruption Repetition Clarification Paraphrasing	Teleconferences - where phone and meetings meet	'Noticing'	Supercharging your English	Using a Points System	Blended Learning	**Needs Analysis, Course Planning and Evaluation**
Accuracy v Effectiveness	Structuring Meetings using Metaplan	Teaching with Skype and WebCam	Framework Materials	Story-Telling	Using an OP-TP-WAP System	**Learning Styles**	Formats and Techniques
From Correction to Reformulation	Using Audio and Video Extracts	**Business Writing Skills**	**Teaching with Technology**	Using Authentic Video	Taking Part in an Extended Negotiation	Neuro-linguistic Programming: Modalities	Needs, Wants and Lacks
Global English	**Roleplays, Simulations and Case Studies 1**	E-Mail v Letter Writing Style	News Podcast / Online Video	Presentation Websites	Doing Feedback on Strategy and Language	Honey & Mumford's Learning Cycle	Approaches to Course Programming
A Lexical Approach to Business English	A Typology of Fluency Activities	Netiquette	Things to Do with TV Commercials	**Question-and-Answer Sessions**	**Intercultural Communication**	Kolb's learning Cycle	Assessment
Concepts and Principles	Task Design Criteria	Drafting and Reformulating	Things to Do Movie Clips	Question Types	Hall, Hofstede, Trompenaars, Gannon	McCarthy's 4MAT System	**Business English Exams**
Chunking	Learning-by-Doing (LBD)	A Compendium of E-Mail Exercise Types	Things to Do Slideshows	Framing Questions	Cultural Profiling	**The 60min MBA**	The Standard Exams Mapped onto the European Framework
Corpus Data	Content- and Process-Reality	Co-Operative Writing	Things to Do with Online Questionnaires	Fielding Questions	Cross-Cultural Dialogues	Team Business Quiz	Breathing Life into Dull Preparation Materials
Turning Exercises into Activities	Materials Evaluation	Using Online Whiteboards like Skribl	Video on Demand	Press Conferences	The Lewis Model	Management Models and How to Use Them in ELT	**Continuing Professional Development**
Techniques: Interactive Drills, Visuals, Cards, Metaplan, TPR, Games	How to Write a Case Study Using Authentic Sources	Designing an In-Tray Simulation	Downloading Clips from YouTube	**Roleplays, Simulations and Case Studies 2**	Clash of Corporate Cultures in Mergers and Takeovers	Business Buzzword Bingo	Career Planning
Working with Sets, Mind Maps and Schemata	Resources on the Internet	Cross-Over Simulations	Setting up Wikis, Editing and Inserting Material	Presentation Templates	Quick Awareness-Raising Activities	Current Hot Topics in Management	Further Training
ESP Lexis	Feedback and Remedial Work	Report Templates	Doing ESP Research on the Internet: Useful Websites	Slideshows	Online Resources	Background Reading and Online Resources	Marketing Yourself
Teaching Lexis with Technology				Setting up Presentation Scenarios			
Lexical Recording Formats				Case Studies with a Presentation Outcome			
				Performance Evaluation and Feedback			