

**COURSE TITLE: «UNIVERSAL PLUS» (GENERAL + BUSINESS)**

**COURSE LEVEL: Elementary**

**COURSE DURATION:** 15-18 weeks with 4 ac.hrs per week (*two lessons/week*).

**GOALS OF THE COURSE:**

- ✓ use English in daily-life communication;
- ✓ use English for business communication with co-workers;
- ✓ read passages and articles on general and business topics and identify main ideas and details;
- ✓ write grammatical sentences and short paragraphs;
- ✓ use English to communicate in different situations via speaking and listening.

**OBJECTIVES OF THE COURSE:**

Upon completion of the course the students should be able to demonstrate the ability to:

- ✓ understand basic expressions and have learned questions and statements
- ✓ make greetings, introductions
- ✓ make requests for personal details (name, age, address, phone number) and for identification of people and things;
- ✓ produce basic questions and statements in everyday social situations;
- ✓ identifying the main idea of a short conversation or presentation on a familiar topic;
- ✓ write short business letters and notes on unfamiliar topics;
- ✓ give simple presentations and answer follow-up questions;
- ✓ talk about events or activities in the past, present, and future;

**THEMATIC STRUCTURE OF THE COURSE:**

Program topics (the themes taken at the course)

1. Introductions and greetings
2. Mobile etiquette
3. Daily routine
4. Correspondence and e-mail
5. Eating out
6. Conference center
7. Sell yourself: job interview
8. Computers and the Internet
9. Business travel
10. Hotels: at reception, complaining, service
11. Packing things: clothes, packing, emergency shopping
12. Weather
13. Holidays: journeys, transport, places
14. Trends: dress code, fashion and style
15. Airport: at customs, booking flights, complaints
16. Health: absenteeism, at doctor's

- 17. Products: placement, advertising, pricing
- 18. Telephoning: numbers, messages
- 19. Leisure time: cinema, theatre, museums and sports
- 20. Homes

**COURSE OUTLINE (FIRST 10 LESSONS)\*:**

| Week  | Theme   | Lesson activities   |  |
|-------|---|---|--|
|       |   | Day 1   | Day 2  |
| One   | “Who are you?”<br><br>Introductions<br>Numbers                        | <p><i>Introducing new vocabulary:</i> greetings, names of countries (spelling acronyms and place names;) and nationalities (pronunciation);</p> <p><i>Completing and recreating conversations</i> from prompts with appropriate greeting expressions;</p> <p><i>Listening</i> to the pronunciation of numbers and trying to differentiate between numbers;</p>  | <p><i>Grammar:</i> Present Simple and to be.</p> <p><i>Listening</i> to five conversations: people at airports and conferences; <i>Reading</i> to the article “Simply the best”: <i>identifying</i> the names of countries and recording the phrases used to greet friends.</p> <p><i>Role-playing</i> the dialogues: introducing guests and greeting friends, asking for a giving personal details;</p> |
| Two   | Correspondence  | <p><i>Practice writing:</i> putting a series of email in order and completing and replying to emails; vocabulary: language of writing style, opposites, e-mail;</p> <p><i>Learning to ask and answer questions</i> about business communication;</p>  | <p><i>Grammar:</i> How often...? asking questions;</p> <p><i>Reading</i> article “The truth about electronic mail” and answering questions on comprehension;</p> <p><i>Listening</i> to the conversation about email and completing ex-s with suitable word;</p>   |
| Three | Mobile phone<br>(etiquette)   | <p><i>Vocabulary introduction:</i> technical English and phone etiquette; Completing a quiz on mobile phone etiquette;</p> <p><i>Completing a conversation with words and phrases</i> related to mobile and telephone topic;</p> <p><i>Practicing telephoning</i> for information and leaving messages; <i>making arrangements</i> and requesting information by phone; explaining what you need;</p> | <p><i>Grammar:</i> Present Simple; and listening skills: four conversations: answering and making mobile phone calls;</p> <p><i>Reading</i> an article about “Mobile phone preferences” and <i>completing the ex-s</i> with appropriate words;</p>   |
| Four  | Eating out<br><br>Business lunch<br><br>Ordering food<br><br>Shopping | <p><i>Introducing new vocabulary:</i> food and drinks; learning restaurant etiquette;</p> <p><i>Role-playing:</i> practicing dialogues: at business lunch;</p> <p><i>Creating a conversation from</i></p>   | <p><i>Grammar:</i> Present Simple - questions;</p> <p><i>Reading</i> the article “Seven dos and don’ts for a successful business lunch” and completing ex-s on comprehension;</p>  |

|             |   |  |   |
|-------------|---|--|---|
|             |   | <i>prompts;</i>  |   |
|             |   | <i>Completing conversations</i> with appropriate words in suitable form;   | <i>Listening</i> to conversations: in a restaurant and working out topic in dialogues.  |
| <b>Five</b> | <b>Daily routine<br/>Everyday life<br/>Working conditions</b> | <p><i>Introduction of vocabulary</i> for talking about personal space at work and routine at work;</p> <p><i>Working out</i> word building, prepositions and word partnerships;</p> <p><i>Practicing</i> usage of adverbs of frequency in ex-s;</p> <p><i>Asking questions</i> about daily routines in dialogues;</p> <p><i>Role-playing</i> (in dialogues): Asking about work routines and <i>describing</i> jobs and positions; <i>discussing</i> workers' rights and talking about experiences; describe your job and the organization you work for</p> | <p><i>Grammar</i>: Present Simple – questions, adverbs of frequency;</p> <p><i>Listening</i> to three interviews: people talking about sharing office space;</p> <p>Reading an article “Hot desking”, “Twenty four hours in the life of Jodie Lawson” and <i>answering questions</i> on comprehension;</p> <p><i>Writing</i>: completing a questionnaire; writing report about company performance;</p> |
| <b>Six</b>  | <b>Revision and Progress test</b>                             |  |   |

\* THIS IS A SAMPLE OUTLINE REFLECTING THE GENERAL NATURE OF THE COURSE. ALL SYLLABI ARE SUBJECT TO CHANGE BY THE TEACHER FOR INDIVIDUAL STUDENT'S PURPOSES.

## COURSE LITERATURE

1. In Company, Elementary, Macmillan
2. Language Leader, Elementary, Coursebook, Longman
3. English Vocabulary in Use, Elementary, Cambridge University Press
4. Grammar practice for Elementary Students, Longman

## COURSE POLICIES

### Teaching methods

Role-plays, dialogues, translation completion, text reading and discussion, audio-records listening, small summaries writing and other activities available to the teacher by the methodic approach chosen for the course, etc.

### Attendance

Attendance is essential and required (legitimate excuses will be considered). When circumstances prevent you from attending a class, it is your responsibility to notify the teacher or coordinator, preferably prior to the absence. The critical level of missed lessons is set up at 20%. By reaching the critical level of missed classes the school is entitled to stop your studies.

**Homework and homework check**

Homework is provided every lesson and is given 5-10 minutes before the end of the class. Home task may vary in dependence on the skills being developed.

Every lesson begins with check-up of your homework; the typical home assignments for this Program will include retelling, text reading and translating, vocabulary study, grammar exercises completion;

**Revision**

The Revision is set up one lesson before the Progress Test and two lessons before The Final one; it assumes revising of vocabulary and grammar material.

Besides, the lessons are set up as a consequent process of proper practice of the material taken before. The revision of already studied grammar and vocabulary is arranged every lesson so that the student has to encounter with it in every exercise, listening task and text.

**Progress test**

The progress test is mandatory and held every 8-10 lessons to check and control the advance. The assignments of test are obligatory to include topic discussion, translation completion, text reading and retelling.

**Final Test**

The Final Exam assumes oral (this may involve discussing, telephone talk role-play, text skimming with non-stop retelling and discussing) and written (grammar translation completion and letter writing) assignments.

The Exam is credited by points. Every task (oral\written) is marked with max 25 points. If you make a mistake you get one point less. So you seem to succeed if you get not less than 80 points.

**Certificate**

At the end of your course you can request the certificate on education. The certificate is awarded to students who complete the program and who don't possess any financial and other obligations before Active English. To claim the Certificate you must succeed in passing The Final Test.