

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

COURSE LEVEL: Intermediate

COURSE DURATION: 12-15 weeks with 4 ac.hrs per week (two lessons/week).

GOALS OF THE COURSE:

- ✓ read and interpret news items, extracts from texts, editorials, diagrams, tables and charts;
- ✓ write summaries, short reports, and abstracts for research papers;
- ✓ participate in oral presentations, discussions and job interviews.

OBJECTIVES OF THE COURSE:

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

- ✓ Develop highly functional writing skills (formal and informal style)
- ✓ Understand short announcements and advertisements;
- ✓ Identifying the main idea of a short conversation on an unfamiliar topic with some new vocabulary;
- ✓ Distinguish a variety of native and non-native accents in English;
- ✓ Use common idiomatic expressions;
- ✓ Distinguish subtle differences within past, present, and future time; between real and hypothetical statements in the present and future;
- ✓ Communicate a variety of problems and needs;
- ✓ Understand the general meaning of text that includes some new vocabulary;
- ✓ Analyze information in charts and graphs;
- ✓ Understand long texts on a variety of business and non-business topics.

THEMATIC STRUCTURE OF THE COURSE:

1. International English
2. Making contacts: conference
3. Telephoning
4. Meetings
5. Time management
6. Pressure at work
7. Travel
8. Intercultural communication
9. E-mail
10. Technology and change
11. Globalization
12. Eating out
13. Negotiations
14. Weather conditions
15. Planning and dreams coming true

COURSE OUTLINE (FIRST 10 LESSONS)*:

Week	Theme	Lesson activities	
		Day 1	Day 2
One	International English English as a global language	<i>Vocabulary introduction:</i> expressions for <i>talking</i> about language needs&learning preferences and expressing attitudes; Completing a needs analysis form and doing a quiz on languages; <i>Discussing</i> attitudes to English usage;	<i>Grammar:</i> Present Simple and Present Continuous; <i>Reading</i> the article about English dominating world communications and doing ex-s on comprehension; <i>Listening</i> to people talking about their attitudes to learning English;
Two	Eating out Restaurants Food and drink Table manners	<i>Vocabulary introduction</i> for describing restaurants and giving expressions for describing food; <i>Doing a quiz</i> on table manners and etiquette, Categorizing food and drink; <i>Describing</i> typical dishes from your country or region; <i>Role-playing</i> a situation in restaurant: booking tables, making order of meal, asking for bill;	<i>Grammar:</i> passive with common verb structures; <i>Listening</i> to conversation in restaurant and over lunch for further <i>discussion</i> and <i>role-play</i> ;
Three	Making contacts Conference People	<i>Introducing vocabulary</i> for <i>describing</i> people and <i>discussing</i> the ways of keeping the conversation going and easy-going networking; <i>Reading</i> small articles and extracting collocations related to conferences; <i>Role-playing a meeting</i> with overseas partners: <i>Introducing</i> people, asking for and giving personal details and greeting visitors;	<i>Grammar:</i> Present Simple and Present Continuous, verb+prepositions; <i>Reading</i> extracts from a business travel program on conference venues and <i>completing exercises</i> with suitable verb forms and best fit words and expressions; <i>Listening</i> to the people gossiping at a conference and people socializing at a conference – <i>answering the questions</i> to the recording;
Four	Globalization	<i>Discussing opinions</i> on globalization and <i>introducing new words and expressions</i> related to the topic; <i>Discussion:</i> using time expressions to communicate your views on how globalization affects the company you work for;	<i>Grammar:</i> Conditionals; <i>Listening</i> to conversation: people from different cultures doing business; <i>Completing ex-s</i> to practice comprehension skills (summarizing the recording); <i>Reading</i> extract about business etiquette in Japan and discussing the text;

Five	Business Travel Airport Hotels	<i>Vocabulary introduction:</i> expressing likes and dislikes about traveling on business (collocations related to travel); <i>Practicing to make polite requests</i> and enquiries; Identifying signs of British and American English in exercises; <i>Practicing greetings and introductions</i> (polite question forms);	<i>Grammar:</i> indirect questions; <i>Listening</i> to the extracts from business travel conversations and identifying etiquette expressions with differentiating British and American English; <i>Reading</i> an article from Newsweek about people who live in two cities and completing ex-s on comprehension;
Six	Revision and Progress test		

* 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, Intermediate, Macmillan
2. Language Leader, Intermediate, Coursebook, Longman
3. English Vocabulary in Use, Intermediate, Cambridge University Press
4. Grammar practice for Intermediate Students, Longman

COURSE POLICIES

Teaching methods

Role-plays, dialogues, case-studies, debating, interpreting, translation completion, text reading and discussion, audio-records listening, essays and summaries writing, agreement features discussion 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 vocabulary study, dialogue role-play and situation case-study, preparation for in-class debates and presentation giving;

Revision

The Revision is set up one lesson before the Progress Test and two lessons before The Final one; it assumes revising of vocabulary (word collocations and expressions, ethics understanding, knowing telephone etiquette and presentation techniques).

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 business etiquette check by meeting or telephone talk role-play, topic discussion, letter writing.

Final Test

The Final Exam assumes oral (this may involve discussing, telephone talk role-play) and written (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.



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