

	Main Topic/Theme	Skill
Lesson 1	Introductions & 'get to know you' activities Needs Analysis & Development of course goals	Small Talk & Communication
Lesson 2	Talking about work routines, tasks, responsibilities (present simple & continuous, adverbs of frequency)	Grammar Review PRESENT, PAST & FUTURE
Lesson 3	Talking about past experiences at work (simple past)	
Lesson 4	Talking about future plans, arrangements, predictions (future tenses, "going to," present continuous as future)	
Lesson 5	Talking about ongoing unfinished projects (present perfect)	
Lesson 6	Grammar Review & extension (if necessary)	
Lesson 7	Telephoning Skills: Formal/Informal Language on the phone	
Lesson 8	Telephoning Skills: Making & changing arrangements & role-plays	
Lesson 9	Telephoning Skills: Giving bad news on the phone & role-plays	
Lesson 10	Telephoning Skills: Conference calls - Listening comprehension	
Lesson 11	Email Skills: Review of standard email phrases	Emailing
Lesson 12	Email Skills: Correction of student's emails	
Lesson 13	Email Skills: Giving bad news by email	
Lesson 14	Current Events in Business: Reading current business articles	Reading Comprehension
Lesson 15	Current Events in Business: Discussion of current business	
Lesson 16	Presentation Skills: Needs analysis -Presentation introductions	Presentations
Lesson 17	Presentation Skills: Body of presentations (Transition words)	
Lesson 18	Presentation Skills Concluding presentations & dealing with questions	
Lesson 19	Presentation Skills: Student presentations and class feedback	
Lesson20	Course Review & Course Feedback Plans for further study and practice of English	Small talk & Communication

***This curriculum is an example of what can be done in this course. The actual course content will be based on your needs and wishes, and will be discussed in the first lesson together with your teacher.*