

20 Sessions to more Professional, Positive and Effective Communication

	Main topic/theme	Skill
Lesson 1	Introduction (Speaking about oneself, ice-breakers)	Review Grammar
Lesson 2	Obtain personal information (Forming and asking questions)	Review Grammar
Lesson 3	Take messages (Listening for details, clarifications)	Listening and comprehension
Lesson 4	Around the office	Vocabulary
Lesson 5	Discuss schedules	Descriptions, details
Lesson 6	Plan a lunch meeting (Coordinating)	Vocabulary & Grammar
Lesson 7	Change arrangements (Part 6, continued)	Vocabulary & Grammar
Lesson 8	Discuss budgets	Vocabulary & Grammar
Lesson 9	Expressions and Customs in English	Cultural points
Lesson 10	Progress reports (Descriptions)	Vocabulary & Grammar
Lesson 11	Describe Personal abilities	Vocabulary & Grammar
Lesson 12	Accounting	Vocabulary & grammar
Lesson 13	Company structure (Naming departments and describing their functions)	Vocabulary & grammar
Lesson 14	Making suggestions (Offering ideas)	Vocabulary, grammar and Cultural points
Lesson 15	Evaluating ideas (giving your opinion)	Vocabulary & Grammar
Lesson 16	Negotiations (Debating and convincing)	Vocabulary & Grammar
Lesson 17	Decision-making (Different steps in the process of making a decision)	Vocabulary & Grammar
Lesson 18	Basic Contracts (Understanding basic legal agreements)	Specific Terminology
Lesson 19	Stresses and Positive communication (Rules for politeness and assertive speech)	Vocabulary & Cultural Points
Lesson 20	Corporate Culture(Descriptions)	Vocabulary & Grammar

**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.*