

English for PAs and Secretaries (SEC)

Sample timetable

WEEK ONE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 – 10:30 (2 lessons)	Introductions: <ul style="list-style-type: none"> Welcome to the ELC Trainers, course & materials Needs Analysis: <ul style="list-style-type: none"> Establishing language needs Course goals & objectives 	Guided discussion: The role of the modern secretary Plus analysis & group feedback	Presenting your company: <ul style="list-style-type: none"> A mini-history Giving a tour 	Meetings: <ul style="list-style-type: none"> Participating Taking minutes The language of meetings 	E-mailing: <ul style="list-style-type: none"> Fixed phrases Formal v. informal language Being clear and polite Tips & guidelines
10:30 – 10:50	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>
10:50 – 12:20 (2 lessons)	Initial presentation: <ul style="list-style-type: none"> Presenting yourself and your company Describing your products/ services Roles & responsibilities 	Letter writing: <ul style="list-style-type: none"> Formal/ informal styles Fixed phrases Typical mistakes Error correction 	Discussion skills: <ul style="list-style-type: none"> Checking understanding Clarifying Paraphrasing Mini- discussion: topical business issues	Role-play: Meeting simulation Videoed for analysis and group feedback	Language focus: Prepositional phrases & multi-word verbs
12:20-13:20	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>
13:20 - 14:50 (2 lessons)	Language awareness: Grammar Self- study skills: Developing good study habits	Greeting visitors: <ul style="list-style-type: none"> Welcoming a visitor Making small talk Showing someone around 	Language skills workshop: Improving your listening Video session: Great presenters (Steve Jobs, TED)	Language focus: The grammar of politeness & diplomacy	E-mailing: <ul style="list-style-type: none"> Making a booking Confirming details Email workshop

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WEEK ONE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 – 10:30 (2 lessons)	<p>Course review: Reassessing needs and objectives</p> <p>Workshop: Preparing a schedule</p>	<p>Telephoning:</p> <ul style="list-style-type: none"> • Telephone phrases • Getting through • Leaving a message 	<p>Telephoning:</p> <ul style="list-style-type: none"> • Information, action, requests • Dealing with problems on the phone <p>Plus role-play practice</p>	<p>Following up a meeting:</p> <ul style="list-style-type: none"> • Circulating minutes • Getting feedback • Chasing up action points 	<p>Time management:</p> <ul style="list-style-type: none"> • Prioritisation • The Urgent/Important matrix • Effective scheduling
10:30 – 10:50	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>	<i>BREAK</i>
10:50 – 12:20 (2 lessons)	<p>Socialising:</p> <ul style="list-style-type: none"> • Starting a conversation • Sounding interested • Conversation topics <p>Role-play: a business lunch</p>	<p>Pronunciation workshop:</p> <ul style="list-style-type: none"> • Improving your pronunciation • Personalised advice and practice 	<p>Intercultural awareness:</p> <ul style="list-style-type: none"> • Cultural differences • Business and management issues • Working in an international team 	<p>Guided Discussion: Topical business issues</p> <p>Plus analysis & feedback</p>	<p>Final role-play: Organising a conference</p> <p>Plus analysis & group feedback</p>
12:20-13:20	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>	<i>LUNCH</i>
13:20 - 14:50 (2 lessons)	<p>Language awareness: Words, word families & phrases</p> <p>Self-study skills: Developing your vocabulary</p>	<p>Discussion skills:</p> <ul style="list-style-type: none"> • Interrupting • Preventing interruption <p>Plus role-play practice</p>	<p>Preparing for a meeting:</p> <ul style="list-style-type: none"> • Creating the agenda • Inviting participants • Confirming attendance • Changing plans 	<p>Giving a Presentation:</p> <ul style="list-style-type: none"> • Effective introductions • Rhetorical language • Structuring your talk 	<p>Course review:</p> <ul style="list-style-type: none"> • Evaluation & feedback • Lessons learned • Going forward <p>Open forum</p>