

St Giles International
Sample Timetable: Platinum 20 lessons per week
Level: B1

Week One

	Lesson 1 09.00-09.50	Lesson 2 9.55-10.45	Lesson 3 11.05-11.55	Lesson 4 12.00-12.50
Monday	Speaking: Focus on functions Talking about yourself and your life	Structure review: perfect aspect	Vocabulary and speaking: talking about your company and business	Listening and speaking: Giving facts and figures Commenting on company performance
Tuesday	Speaking and listening: managing change in the workplace	Professional vocabulary development: key multi word verbs (<i>come up with, think over, work out</i> etc.)	Speaking: Focus on functions: Giving opinions, agreeing and disagreeing	Pronunciation: difficult sounds (focus on individual phonemes)
Wednesday	Professional skills focus: Speaking: meeting role play: Staff appraisal	Feedback on role play	Vocabulary and speaking: Key vocabulary for telephoning (<i>get through put through</i> etc)	Speaking: Telephone functions (I): getting through and introducing oneself
Thursday	Structure review: ways of talking about the future	Telephone functions (II): making and changing arrangements on the telephone	Speaking and listening: Money Saying numbers	Pronunciation: Stress in multi-syllable words
Friday	Speaking: focus on functions: checking and clarifying	Listening and speaking: generalising and giving examples	Professional skills focus: focus on speaking: meeting role play: outsourcing	Feedback on role play Review of week