





## Sample Timetable

WEEK ONE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 – 10:30 (2 lessons)	<b>Introductions:</b> <ul style="list-style-type: none"> <li>Welcome to the ELC</li> <li>Trainers, course &amp; materials</li> </ul> <b>Needs Analysis:</b> <ul style="list-style-type: none"> <li>Establishing business needs</li> <li>Goal &amp; objective setting</li> </ul>	<b>Describing processes &amp; procedures:</b> <ul style="list-style-type: none"> <li>Giving the background</li> <li>Giving the outline</li> <li>Sequencing steps &amp; stages</li> </ul>	<b>Business Skills:</b> E-mailing <ul style="list-style-type: none"> <li>Fixed phrases</li> <li>Formal v. informal language</li> <li>Being clear and polite</li> <li>Tips &amp; guidelines</li> </ul>	<b>Business Skills:</b> Meetings <ul style="list-style-type: none"> <li>Giving your opinion</li> <li>Effective contributions</li> <li>The language of meetings</li> </ul>	<b>Discussion skills 3:</b> <ul style="list-style-type: none"> <li>Question techniques</li> <li>Handling difficult questions</li> <li>Agreeing/ disagreeing</li> </ul>
10:30 – 10:50	BREAK	BREAK	BREAK	BREAK	BREAK
10:50 – 12:20 (2 lessons)	<b>Initial presentation:</b> <ul style="list-style-type: none"> <li>Presenting yourself and your company</li> <li>Describing your products/ services</li> <li>Roles &amp; responsibilities</li> </ul>	<b>Language focus:</b> <ul style="list-style-type: none"> <li>Use of the passive</li> <li>Prepositional phrases</li> </ul>	<b>Podcast:</b> Email technology  <b>Internet resources:</b> Technical English on the web	<b>Role-play:</b> Meeting simulation.  Videod for analysis and group feedback	<b>Business Skills:</b> Presentations <ul style="list-style-type: none"> <li>Effective introductions</li> <li>Emphatic language</li> <li>Structuring your talk</li> </ul>
12:20-13:20	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
13:20 - 14:50 (2 lessons)	<b>Discussion skills 1:</b> <ul style="list-style-type: none"> <li>Explaining technical concepts</li> <li>Describing how things work</li> <li>Describing diagrams &amp; technical drawings</li> </ul>	<b>Case study:</b> A real technical process  Plus analysis and group feedback	<b>Discussion skills 2:</b> <ul style="list-style-type: none"> <li>Checking understanding</li> <li>Clarifying &amp; paraphrasing</li> <li>Simplifying complex ideas</li> </ul> Plus mini discussion.	<b>Language skills workshop:</b> Improving your listening  <b>Video session:</b> Topical engineering projects	<b>Role-play:</b> Technical problems <ul style="list-style-type: none"> <li>Practice presentations</li> <li>Q&amp;A</li> <li>Analysis &amp; feedback</li> </ul>
14.50+	FREE TIME	FREE TIME	FREE TIME	FREE TIME	FREE TIME

WEEK TWO	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 – 10:30 (2 lessons)	<b>Course review:</b> Reassessing needs and objectives  <b>Workshop:</b> Technical writing	<b>Presenting technical data in meetings:</b> <ul style="list-style-type: none"> <li>Describing graphs and trends</li> <li>Discussing cause, effect &amp; implication</li> </ul>	<b>Business Skills:</b> Telephoning 1 <ul style="list-style-type: none"> <li>Telephone phrases</li> <li>Getting through</li> <li>Leaving a message</li> </ul>	<b>Business Skills:</b> Socialising <ul style="list-style-type: none"> <li>Starting a conversation</li> <li>Sounding interested</li> <li>Conversation topics</li> </ul> Plus role-play practice	<b>Problem-solving &amp; decision-making:</b> <ul style="list-style-type: none"> <li>Establishing priorities</li> <li>Making suggestions</li> <li>Weighing up pros &amp; cons</li> <li>Framing solutions</li> </ul>
10:30 – 10:50	BREAK	BREAK	BREAK	BREAK	BREAK
10:50 – 12:20 (2 lessons)	<b>Guided discussion:</b> issues in modern technology  Plus feedback.	<b>Presentation workshop:</b> <ul style="list-style-type: none"> <li>Preparation for individual presentations</li> <li>Guided personalised text development</li> </ul>	<b>Language skills workshop:</b> Improving your pronunciation <ul style="list-style-type: none"> <li>Personalised advice and practice</li> </ul>	<b>Intercultural awareness:</b> <ul style="list-style-type: none"> <li>Cultural differences</li> <li>Business &amp; management issues</li> <li>Working in an international team</li> </ul>	<b>Final role-play:</b> Problem solving meeting  Plus analysis and group feedback
12:20-13:20	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
13:20 - 14:50 (2 lessons)	<b>Language awareness:</b> Words, word families & phrases  <b>Self-study skills:</b> Developing technical vocabulary	<b>Individual presentations</b> plus Q&A session <ul style="list-style-type: none"> <li>Videod for analysis and group feedback</li> </ul>	<b>Business Skills:</b> Telephoning 2 <ul style="list-style-type: none"> <li>Asking politely</li> <li>Giving technical instructions over the phone</li> </ul> Plus role-play practice	<b>Language awareness:</b> Grammar  <b>Self-study skills:</b> Developing good study habits	<b>Course review:</b> <ul style="list-style-type: none"> <li>Evaluation &amp; feedback</li> <li>Lessons learned</li> <li>Going forward</li> </ul> Open forum
14.50+	FREE TIME	FREE TIME	FREE TIME	FREE TIME	FREE TIME