BUSINESS &
PROFESSIONAL
ENGLISH

VIRTUAL

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Lesson 1 (90 minutes)	**Getting to know you / introductions** **Needs analysis**	**Writing emails: formal & informal** A few tips **One-minute topics** Speaking	**Mergers & acquisitions** Speaking, language & listening **Ethical business** Vocabulary & discussion	**Business news** Discussion **Email language** Formal & informal	**Teleconferencing Presentations** **& feedback**
	S H O R T B R E A K				
Lesson 2 (90 minutes)	**Work & employment** Vocabulary	**Trends language** Input & practice **'Café Roma'** Mini-presentations	**Ethical business** Vocabulary & discussion **Case study** Introduction & listening	**Teleconferencing** Preparation and vocabulary	**Teleconferencing Presentations** **& feedback** Weekly Review
Homework	Review tasks – Work and employment vocabulary	Review tasks – Trends language	TED Talk – Management Culture	Review Prepare teleconferencing presentation	Review