



'ENGLISH POUR TOUS'

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Cet enregistrement ne vaut pas agrément de l'Etat (article L.6352-12 du code du travail)

TVA non applicable selon l'article 293 B du Code Général des Impôts

DEROULE DE FORMATION 01 – Business English 20h

SESS. N°	# HRS	OBJECTIVES	CONTENT	METHOD & TOOLS USED	HOMEWORK
1	1 h	Speaking Grammar	Getting to know each other Tenses (depending on level)	Timeline of tenses Tense structure	Do placement Test on English Discoveries
2	1 h	Grammar	Revision of basics numbers, alphabet, time etc.	Different methods	Exercises on work seen in class
3	1 h	Grammar	All present tenses	Written explanations R Murphy grammar books and exercises	Exercises on work seen in class
4	1 h	Grammar	All past tenses	Written explanations R Murphy grammar books and exercises	Exercises on work seen in class
5	1 h	Grammar	Future tenses	R Murphy grammar books and exercises	Exercises on work seen in class
6, 7	2 h	Grammar	Adj. (comp., superlatives...) sentence structures	R Murphy grammar books and exercises Flash cards	Exercises on work seen in class
8, 9	2 h	Grammar	Prepositions and phrasal verbs Conditionals 1 st , 2 nd & 3 rd	R Murphy grammar books and exercises Flash cards	Exercises on work seen in class
10, 11	2 h	Writing	Emails, letters...	Business English Books	Exercises on work seen in class
12, 13	2 h	Speaking Grammar	Business vocabulary	Business English Books	Exercises on work seen in class
14	1 h	Speaking Grammar	Adj. (comp., superlatives...) sentence structures	R Murphy grammar books and exercises Flash cards	Exercises on work seen in class
15	1 h	Speaking Grammar	Business expressions	Business English Books	Exercises on work seen in class
16	1 h	Speaking Grammar	Business expressions	Business English Books	Exercises on work seen in class
17, 18	2 h	Writing	Emails, letters...	Business English Books	Exercises on work seen in class
19, 20	2 h	Conclusion	Recap of training		