



# 'ENGLISH POUR TOUS'

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Enregistrée sous le numéro 72 47 01247 47

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 010 – Business English 20h + VTest Business English niveau visé B2

| SESS. N° | # HRS | OBJECTIVES                            | CONTENT                                                                                            | METHOD & TOOLS USED                                          | HOMEWORK                                            |
|----------|-------|---------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------|
| 1        | 1 h   | Speaking Grammar                      | Getting to know each other<br>Tenses (depending on level)                                          | Timeline of tenses<br>Tense structure                        | Writing – short paragraph using different tenses    |
| 2        | 1 h   | Speaking Grammar                      | Revision of basics<br>numbers, alphabet, time etc.                                                 | Different methods                                            | Revision exercises on what was studied during class |
| 3, 4     | 2 h   | Speaking Grammar                      | All present tenses                                                                                 | Written explanations<br>R Murphy grammar books and exercises | Revision exercises on what was studied during class |
| 5, 6     | 2 h   | Speaking Grammar                      | All past tenses                                                                                    | Written explanations<br>R Murphy grammar books and exercises | Revision exercises on what was studied during class |
| 7, 8     | 2 h   | Speaking Grammar                      | Future tenses                                                                                      | R Murphy grammar books and exercises                         | Revision exercises on what was studied during class |
| 9, 10    | 2 h   | Speaking Grammar                      | Adj. (comp., superlatives...) sentence structures                                                  | R Murphy grammar books and exercises<br>Flash cards          | Revision exercises on what was studied during class |
| 11       | 1 h   | Speaking Grammar                      | Prepositions and phrasal verbs<br>Conditionals 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> | R Murphy grammar books and exercises<br>Flash cards          | Revision exercises on what was studied during class |
| 12       | 1 h   | Speaking Grammar                      | Prepositions and phrasal verbs<br>Conditionals 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> | R Murphy grammar books and exercises<br>Flash cards          | Revision exercises on what was studied during class |
| 13       | 1 h   | Speaking                              | Work on intonation, pronunciation and spacing while speaking                                       | Pronunciation exercises                                      | Revision exercises on what was studied during class |
| 14       | 1 h   | Speaking                              | Work on intonation, pronunciation and spacing while speaking                                       | Pronunciation exercises                                      | Revision exercises on what was studied during class |
| 15, 16   | 2 h   | Reading, Writing and Speaking         | Business Vocabulary                                                                                | Various exercises                                            | Revision exercises on what was studied during class |
| 17, 18   | 2 h   | Reading, Writing and Speaking         | Business Vocabulary                                                                                | Various exercises                                            | Revision exercises on what was studied during class |
| 19, 20   | 2 h   | Reading, Writing, Listening, Speaking | Recap of training course                                                                           |                                                              | Revision exercises on what was studied during class |

Online Vtest to be completed within 3 months