



'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 03 - 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	Exercises on tenses studied during the lesson
2, 3	2 h	Speaking Grammar	Revision of basics numbers, alphabet, time etc.	Different methods	Exercises on tenses studied during the lesson
4, 5	2 h	Speaking Grammar	All present tenses	Written explanations R Murphy grammar books and exercises	Exercises on tenses studied during the lesson
6, 7	2 h	Speaking Grammar	All past tenses	Written explanations R Murphy grammar books and exercises	Exercises on tenses studied during the lesson
8, 9	2 h	Speaking Grammar	Future tenses	R Murphy grammar books and exercises	Exercises on tenses studied during the lesson
10, 11	2 h	Speaking Grammar	Adj. (comp., superlatives...) sentence structures	R Murphy grammar books and exercises Flash cards	Exercises on grammar studied during the lesson
12, 13	2 h	Speaking Grammar	Prepositions and phrasal verbs Conditionals 1 st , 2 nd & 3 rd	R Murphy grammar books and exercises Flash cards	Exercises on grammar studied during the lesson
14, 15	2 h	Listening Grammar	Current affairs	Podcasts, news articles ...	Exercises on grammar studied during the lesson
16, 17	2 h	Listening Grammar	Professional Meetings and presentations	Podcasts, YouTube videos...	Exercises on grammar studied during the lesson
18, 19	2 h	Writing	Business mails	Using material from the workplace	Exercises on grammar studied during the lesson
20, 21	2 h	Speaking	Business expressions		Exercises on grammar studied during the lesson
22, 23	2 h	Writing	Business mails	Using material from the workplace	Exercises on grammar studied during the lesson
24, 25	2 h	Writing	Business mails	Using material from the workplace	Exercises on grammar studied during the lesson
26, 27	2 h	Writing	Business vocabulary	Business English Books	Exercises on grammar studied during the lesson

28	1 h	Writing	Business vocabulary	Business English Books	Exercises on grammar studied during the lesson
29	1 h	Listening	Understanding spoken English in everyday situations		Exercises on grammar studied during the lesson
30	1 h	Conclusion	Recap of Training		