

09:15 - 10:45 Group	11:15 - 12:45 Group	LUNCH
------------------------	------------------------	-------

Sample Morning Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
9:15 - 10:45 Introduction sts present summary of their background & objectives for their course Coursebook Focus on Topic: Raising Finance Vocabulary: Financial terms Listening: Ways of raising finance	9:15 - 10:45 Coursebook VOCABULARY Learning Vocabulary Recycle/vocab building Coursebook SKILLS FOCUS Reading Financing start-up businesses Review of Monday & Tuesday input	9:15 - 10:45 Coursebook LANGUAGE INPUT Theme-Debt or Equity Dependent prepositions Conditionals review AUTHENTIC MATERIAL Article from The Economist SKILLS FOCUS Summarising information	9:15 - 10:45 Coursebook FUNCTIONAL LANGUAGE open/closed questions softening phrases signalling phrases Coursebook SKILLS FOCUS Role Play Financial manager negotiates terms for overseas posting with personnel director	9:15 - 10:45 No coursebook Case Study Group negotiation Film Producers vs Investment Bankers Blended Learning use of SGI eLearning authentic news website finance reports Review of the week
11.15 - 12.45 Presentations module Discuss purpose of presentations introduction to types of presentation budget presentation company presentation	11.15 - 12.45 Presentations module discuss problems of yesterday students prepare self-presentations using prepared notes feedback & language input if necessary	11.15 - 12.45 Presentations module further language input work on introductions-formal & informal work on stating the purpose of the presentation from a proforma handout students invent a company as basis of pair presentation	11.15 - 12.45 Presentations module Students in pairs work on their company profiles with tutor guidance Explain that they will be giving a presentation on Friday - the purpose being to get financial backing for their company Students start to plan presentations-in terms of intro/main points/conclusion	11.15 - 12.45 Presentations module Students finish planning presentations Students give their presentations to other sts and other members of staff Feedback on the presentations and the week as a whole

