Melbourne College of English
English for Business
Sample Weekly Timetable

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10.10 – 12.10 p.m.	**Homework Review** **Vocabulary Quiz** **Speaking** Brainstorming session on ways of communicating Describing pictures (TS p 25) **Listening** Improving communications- comprehension questions and gap fill (ML UI p.7) **Speaking** Discussion- what makes a good communicator	**Review Quiz** **Grammar** Articles (TS p. 27) **Listening** TOEIC exam practice Five short conversations- note taking (TS p.26)	**Articles review** **Reading** Communication with employees (ML U/I teachers' book p. 136-137) **Grammar** Present Perfect/past simple (TS p.30)	**TOEIC Exam Practice** Mini- TOEIC test (TS pp.33-38) -analysis of exam tasks -group brainstorming/predicting -listening and reading TOEIC test questions	**Communication- Case Study** Creating a sense of identity (ML UI p.12-13) Reading Brainstorming points for agenda Informal meeting **Writing assignment** Preparation for writing homework- e-mail
Lunch/Internet Access: 75 minutes					
1.25 – 3.25 p.m.	**Reading** Viewpoint- cultures of communication (TS p. 28) **Speaking** Discussion- your communication culture **Vocabulary** Compound nouns (TS p. 26) + **pronunciation/stress pattern practice**	**<u>Telephoning skills</u>** **Reading** Telephone etiquette (ML Int p.10) **Listening/Vocabulary** Telephone conversations (ML Int p.10-11) (TS p29) **Speaking** Telephone role-play (ML Int p. 11)	**Speaking** Media survey (TS p.31) **Listening** Press conference- comprehension questions (TS p.32) **Speaking** Press conference role play (TS p.32)	**Vocabulary** E-mails (BVU p.114-115) **Writing** E-mails (CBE p.174-175)	**Listening/Speaking** Dictation- business decisions/ethics (Dictations for Discussion p.81-82) **Speaking** Telephoning role plays (ML U/I teachers' book p219-220)
3.30 – 4.30 a.m.	**Supervised Self-Access** Students are able to access study and TOEIC materials, and to get assistance from a teacher as required.	**Supervised Self-Access** Students are able to access study and TOEIC materials, and to get assistance from a teacher as required.	**Supervised Self-Access** Students are able to access study and TOEIC materials, and to get assistance from a teacher as required.	**Supervised Self-Access** Students are able to access study and TOEIC materials, and to get assistance from a teacher as required.	**Supervised Self-Access** Students are able to access study and TOEIC materials, and to get assistance from a teacher as required.
Homework	**Homework**	**Homework**	**Homework**	**Homework**	**Homework**