

AE110

Business Plus - 28 Hours per week



SAMPLE WEEK	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Lesson 1 09.00 - 11.00	Ice Breaker Introductions Needs Analysis	Banking and Finance Vocabulary	Marketing Terminology	Telephoning Vocabulary	Language for Meetings, Negotiations / Discussions	Full day excursion to Killarney
11.00 - 11.20	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	
Lesson 2 11.20 - 13.20	Language of Presentations English for Social Purposes	Company Finance Focus on Written Language Writing Business Letters	Focus on Written Language. Letters of Complaint Language Consolidation	Focus on Written Language. Writing Notes / Memos / Faxes / Emails	Vocabulary for Giving Opinions	
13.20 - 14.20	Lunch with the tutor	Lunch with the tutor	Lunch with the tutor	Lunch with the tutor	Lunch with the tutor	
One to One Lessons 14.20 - 16.20	Language Consolidation Functional Language	Services Video : Financial News	Language for Import / Export / Insurance	Describing Graphs / Trends / Statistics Review of Material Covered	E - Learning Session	
Evening	Irish Night		Pub Evening			

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