

APP1A – SLFT Plan

UNIT 1

AT A CONFERENCE

Numbers 1 to 10 Hello I'm (name) I'm from (company) You are / are you...? Yes please / No thanks ... or ...	Basic introductions Basic polite forms (accepting and declining)	At a conference
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UNIT 2

COMPANIES

Numbers 11 to 20 What's this? It is Is ... from ... (country) ? Definite / indefinite articles Colors Countries	Asking about objects Basic descriptions of objects	Identifying logos and objects
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UNIT 3

IN A HOTEL

Numbers 21-1000 Verbs in third person singular and Plural (to be, to work) Big/small Where? You're welcome	Basic introductions Using numbers in context Job titles Basic descriptions (room size)	At a hotel
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UNIT 4

NETWORKING

Good morning/afternoon/evening How are you? Very well, fine, not too bad Possessive adjectives (your/my/his/her/its/our/their room) Vocabulary of nationalities Countries extended	Greetings & small talk phrases Giving and asking about nationality Giving and asking about locations of cities and companies	Making new contacts / networking
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UNIT 5

PEOPLE AND PLACES

Greetings and introductions The alphabet Very/quite/pretty How's ... ? Vocabulary of seasons & related adjectives Geographical vocabulary expanded	Formal greetings and introductions Introducing people to each other Spelling names	Personal details
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UNIT 6

COMMUNICATING

of (possessive) Telephone numbers Goodbye/bye Basic telephone expressions Small talk phrases Basic vocabulary of different forms of communication	Giving and asking for telephone numbers, addresses and email addresses Telephone introductions Polite greetings	Addresses and telephone numbers
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UNIT 7

AT THE OFFICE

Days of the week Plural nouns This/that These/those on/under/next to,... Who's this/that? Basic office vocabulary	Referring to people Referring to objects Describing office items	Referring to objects and people
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UNIT 8

PEOPLE AT WORK

Verbs with do/don't to like in (an office) at (home) on (construction sites) I'm a (job title) Names of main company departments work for Which (language do they speak)? Cardinal directions Job title vocabulary	Describing workplaces Saying which company you work for Giving job titles Naming company departments	Jobs and workplaces
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UNIT 9 NEW JOB, NEW OFFICE

<p>to have Adjectives (modern, nice, neat ...) Possessives Whose ... ? How many ... ? Extension of company-department names Extension of office object vocabulary</p>	<p>Giving a simple guided tour Describing an office</p>	<p>A guided tour of an office</p>
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UNIT 10 FACTS AND FIGURES

<p>I think come from What about? Prices How much ... ? about/exactly,... between Basic vocabulary of finance</p>	<p>Giving and asking for statistical information Giving and asking about prices Giving opinions about values</p>	<p>Facts and figures</p>
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UNIT 11 TIME IS MONEY

<p>Can/could you ... ? Telling the time (analogue and digital) in the morning/afternoon/evening at night at (time) before/after about (a subject) Vocabulary of time</p>	<p>Requests Giving and asking for the time Giving and asking about times of appointments Giving written confirmation of appointments</p>	<p>Times and appointments</p>
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UNIT 12 COMPANY PROFILE

<p>Adverbs of frequency also There is / there are How many? Numbers (hundred and...) Daily routine verbs (get up, drive, start, finish...) breakfast/lunch/dinner Basic vocabulary of companies</p>	<p>Describing a daily routine Giving a brief company profile Describing company facilities</p>	<p>A company profile</p>
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UNIT 13

TRANSACTIONS

would like would like to certainly, sure, here you are (a large) one Numbers (1,000 +) Decimals Vocabulary of dining out	Ordering refreshments Checking in for a flight Changing money Giving and asking about exchange rates	Transactions
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UNIT 14

A BUSY SCHEDULE

Present continuous tense What's happening? Now / at the moment Months of the year Ordinal numbers Dates Years When? How long does ... last? Prepositions of time (at, on, in) Vocabulary of scheduling	Discussing schedules and plans Giving and asking about dates and times of events/arrangements Writing a brief memo	Times and schedules
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UNIT 15

BUSINESS AND VACATION

How far? How long does it take to get to ... ? How do you go to ... ? How old? / age can (possibility) by (car, train...)	Describing and asking about transportation facilities Describing conference facilities & accommodation facilities Arranging an appointment Giving a customer profile	The tourist industry
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