

APP 2 Step 1 – SLFT Plan

UNIT 1 LANGUAGE FOR BUSINESS

<p>He can / is able to so that ... I need/use ... for -ing. I need/use ... to ... I have/need to ...</p>	<p>consolidation of can, able to, without, purpose clauses (for -ing, to ..., so that), consolidation of have to / don't have to, need to / don't need to, revision and extension of languages (Spanish, Chinese, etc.)</p>	<p>describing language functions and skills, explaining reasons behind requirements and objectives</p> <p>Notes An ice-breaker context: Learners introduce themselves and discuss their objectives for the language course.</p>
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UNIT 2 A TEAM ADVENTURE

<p>I was born / grew up / studied / graduated / started work / met / got married I want to / would like to before/after -ing like/enjoy -ing You ..., don't you? He's ..., isn't he?</p>	<p>consolidation of past simple (personal biographical details), before/after -ing, like/enjoy -ing, question tags (present tenses)</p>	<p>giving and asking about personal biographical details, describing objectives (for a training course), confirming details in an interview</p>
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UNIT 3 A SALES MEETING

<p>I'm going to will definitely/maybe/probably/perhaps ... If ... is ..., ... will ... Shall I ... ? Let's ...</p>	<p>consolidation and contrast of futures (arrangements, plans, predictions/forecasts, spontaneous decisions), first conditional, revision of shall/let's, revision of basic graph language</p>	<p>discussing an agenda, describing plans, presenting a forecast, describing probable future scenarios</p>
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UNIT 4 ACHIEVEMENTS

<p>I've ... Have you ever ... ? Yes, I have ... No, I've never ... What's the -est ... you've ever ... ? How many times have you ... ?</p>	<p>present perfect (indefinite time), been (as to go), ever/never (present perfect), how many times (present perfect), company-structure vocabulary (holding company, subsidiary, etc.)</p>	<p>describing career achievements and experiences, describing organization of a group of companies, describing a management/departmental structure</p>
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UNIT 5 TELEPHONING

<p>Could I ... ? May I ... ? Can I ... ? Who's calling, please? It's speaking. Just a moment. I'll put you through. I'm afraid ... isn't here. Would you like to hold? ... that ...</p>	<p>revision of greetings, specific telephone expressions, telecommunications vocabulary</p>	<p>telephoning via a switchboard, giving and taking messages on the telephone, understanding telephone terminology</p>
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UNIT 6 DISCUSSING PROGRESS

<p>How long has ... ? He/She has ... for/since ... Have they ... yet? Yes, they've already/just ... They have ... so far.</p>	<p>how long ... ? (present perfect), for/since (present perfect), yet / already / so far (present perfect), just (present perfect), gone (present perfect)</p>	<p>describing a schedule, describing recent progress, describing complete/incomplete work</p>
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UNIT 7 TRADE SHOWS

<p>... have begun/broken/chosen/come/done/drank/driven/eaten/fallen/flown/forgotten/given/gone/grown/known/risen/run/seen/shown/spoken/taken/written ...</p>	<p>present perfect – irregular verbs, trade-show vocabulary</p>	<p>discussing arrangements for a trade show, discussing and coordinating preparation work</p>
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UNIT 8 COMPANY PERFORMANCE

<p>Last year profits went up / rose / fell / dropped. This year sales have gone up / risen / fallen / dropped.</p>	<p>contrasting the past simple and present perfect tenses (finished and unfinished time), extension of graph language, due to, financial vocabulary</p>	<p>understanding financial indicators, describing past and recent trends, linking events to results</p>
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UNIT 9 BUSINESS DECISIONS

He/She is responsible for -ing. There's no point in -ing. It isn't worth -ing. Instead of -ing, I ... I wanted That's why	gerund (responsible for -ing, instead of -ing), retailing vocabulary	categorizing retail products, justifying decisions, giving professional advice/opinions, revision of financial vocabulary
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UNIT 10 HEALTH AND SAFETY AT WORK

You have to ... You must/mustn't ... You are/aren't allowed to ... You don't have to ... You should/shouldn't ... You can/may ...	must(n't), should(n't), mustn't vs. don't have to, can (permission), allowed to, safety vocabulary	giving a job profile, defining dangers, describing safety precautions, making recommendations
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UNIT 11 A LONG TRIP

Would you mind -ing? Have a nice trip! ... still has to ...	revision of could for polite requests, would you mind -ing, thank you very much, still, have had to (present perfect), air travel and train travel vocabulary, basic advertising vocabulary	describing travel plans, checking in for a flight, traveling by train
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UNIT 12 PEOPLE AT WORK

He/She ... carefully/quickly/badly/fluently/easily/safely/efficiently/reliably/fast/hard/well. ... in order to ... I'm good at -ing. He's/She's capable of -ing. I recommend -ing.	adverbs of manner, adjectives of personal characteristics, in order to, good at -ing, capable of -ing, recommend -ing	describing work skills, defining job profiles, giving a staff appraisal
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UNIT 13 **GEOGRAPHY AND INDUSTRY**

<p>... is slightly / a little / much / a lot higher than is more/less industrialized than There are more/fewer factories in ... than in Pursuant/Further to Please find attached/enclosed We specialize in -ing.</p>	<p>revision and extension of comparatives and superlatives (slightly, a little, much, a lot, less vs. fewer), expressions for correspondence, economic/industry vocabulary</p>	<p>describing economic indicators, describing industry sectors, writing a covering letter/email</p>
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UNIT 14 **PROJECT MANAGMENT & CONTRACTS**

<p>Elevators are designed by According to All payments will/shall be made in US dollars. ... can/should/must/mustn't be</p>	<p>passive (present and future tenses), contract vocabulary, competitive-bidding vocabulary, contract-phase vocabulary (from design to handover)</p>	<p>bidding for contracts, defining project phases, understanding contractual terms and conditions</p>
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UNIT 15 **MARKETING**

<p>The company was founded in Mistakes have been made by brand managers. The brands can/must/mustn't/should/shouldn't be protected. It is said/thought that</p>	<p>passive (past simple and present perfect tenses, modals), it is said/thought that, marketing vocabulary</p>	<p>describing a product/brand history, describing a marketing strategy</p>
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