APP4A – SLFT Plan

1.1	Discussing general and specific objectives
Functions:	Referring to initiatives and general objectives
	Discussing the implementation of initiatives
	Referring to measurable targets
Target Language:	Language for discussing initiatives and objectives
	Terms for discussing measurability
Theme:	A continuous-improvement initiative

1.2	Explaining targets
Functions:	Explaining specific targets
Target Language:	Verbs for describing targets – Present Continuous and Present Simple usage
Theme:	Setting targets for the continuous-improvement initiative

1.3	Assessing targets and expectations
Functions:	Assessing the achievability of objectives
	Discussing limitations
Target Language:	Words and phrases for describing achievability, and their opposites
	Idioms for referring to objectives and expectations
Theme:	Target overload

UNIT 2	PROBLEM-SOLVING

2.1	Focusing on problems
Functions:	Drawing attention to problems
	Referring to key issues
	Referring to side issues
Target Language:	Collocations: verbs and adjectives used with *problem*
	Idioms for describing problems
Theme:	Virtual teams

2.2	Considering solutions to problems
Functions:	Focusing on possible solutions to problems
	Assessing possible solutions to problems
Target Language:	Collocations: verbs and phrases used with *option(s)*
	Words and phrases for discussing options
Theme:	Virtual teams

2.3	Reacting to suggestions
Functions:	Expressing reactions to proposals
	Emphasizing positive and negative reactions to proposals
Target Language:	Phrases for reacting to proposals
Theme:	Virtual teams

UNIT 3	MOVING FORWARD

3.1	Recommending courses of action
Functions:	Suggesting action to be taken
	Emphasizing the importance of action
Target Language:	Cleft sentences
Theme:	Core business and outsourcing

3.2	Building consensus
Functions:	Referring to comments made by others
Target Language:	Verbs and collocations for referring to comments made by others
Theme:	Core business and outsourcing

3.3	Discussing commercial projects
Functions:	Referring to stages of commercial processes
Target Language:	'Verbing' (using nouns as verbs)
	Terms for referring to commercial processes
Theme:	Core business and outsourcing

UNIT 4	TEAM DYNAMICS

4.1	Coordinating teamwork
Functions:	Arranging contact with others
	Reporting on plans and progress
Target Language:	Phrasal verbs and phrases with *get*
Theme:	Changing a meeting agenda

4.2	Communicating positively
Functions:	Phrasing statements positively
Target Language:	Words and phrases for adding a positive tone
Theme:	The psychology of positive communication

4.3	Discussing team interaction
Functions:	Describing how people interact
	Discussing team problems
Target Language:	Phrasal verbs and phrases with *get*
	Words and expressions for describing team problems
Theme:	Defining professionalism

UNIT 5	KNOCKOUT PRESENTATIONS

5.1	Linking and contrasting arguments
Functions:	Linking points and arguments
	Contrasting opposing arguments
Target Language:	Words and phrases for linking and contrasting
Theme:	Acting versus presenting

5.2	Illustrating points
Functions:	Using parallels to illustrate points
	Simplifying and condensing
Target Language:	Words and phrases for drawing parallels
	Words and phrases for simplifying and condensing
Theme:	The role of slides in presentations

5.3	Highlighting important points
Functions:	Referring to obvious-but-important issues
	Signaling especially important issues
Target Language:	Phrases for referring to obviousness
	especially, particularly, notably, chiefly and related phrases
Theme:	Presentation training

UNIT 6	BUSINESS PROPOSITIONS

6.1	Pitching proposals
Functions:	Using question-and-answer explanations
	Linking subjective and objective arguments
Target Language:	Words and phrases for linking answers to questions
Theme:	Making pitches to potential investors

6.2	Asking probing questions
Functions:	Asking sophisticated questions
	Intensifying questions
	Softening questions
Target Language:	Question forms
Theme:	Seeking funding for a new invention

6.3	Responding to proposals
Functions:	Explaining thoughts on proposals
	Qualifying degrees of agreement and disagreement
Target Language:	Words to describe feelings about proposals
	less than / not 100% / overly / more than a little + adjective
	Phrases for describing agreement and disagreement
Theme:	Seeking funding for a new invention

UNIT 7	SKILLS AND QUALITIES

7.1	**Describing personal qualities**
Functions:	Describing personal qualities
Target Language:	Personal qualities: nouns and related adjectives
Theme:	Personal qualities of entrepreneurs

7.2	**Assessing professional performance**
Functions:	Discussing acceptability and satisfaction
Target Language:	Adjectives and opposites with prefixes *un-* and *-in*
Theme:	Evaluating candidates in recruitment interviews

7.3	**Discussing imaginary scenarios**
Functions:	Describing hypothetical scenarios
Target Language:	Review of zero, 1st and 2nd conditional Use of zero and first conditional in 'scenario discussions'
Theme:	Behavioral interviews

UNIT 8	ORGANIZATIONS

8.1	**Describing types of organization**
Functions:	Referring to specific types of organization Categorizing organizations
Target Language:	Terms and abbreviations for types of organizations
Theme:	Different types of company in different countries

8.2	**Assessing organizations**
Functions:	Describing positive and negative organizational characteristics
Target Language:	Adjectives for assessing organizations, and prefixes for opposites
Theme:	Assessing organizations as potential investments, and as suppliers

8.3	**Weighing advantages and disadvantages**
Functions:	Discussing advantages Discussing disadvantages
Target Language:	Phrases for discussing and weighing advantages and disadvantages
Theme:	Private-sector versus public-sector organizations

9.1	**Comparing competing products and services**
Functions:	Making emphatic comparisons
	Describing degrees of quality
	Describing price levels
Target Language:	Idioms for making comparisons
	Idioms for describing price and quality
Theme:	Magazine reviews, investing in a new production line

9.2	**Discussing competitive strategies**
Functions:	Describing similarities and differentiation
	Discussing price competition
Target Language:	Business competition: terms, phrases and idioms
Theme:	Competing on price v differentiation

9.3	**Making complex comparisons**
Functions:	Referring to specific criteria
	Discussing comparable criteria
Target Language:	Synonyms for *criterion*
	Words and phrases for comparing criteria
Theme:	Airline competition, Edward de Bono's 'surpetition'

UNIT 10	SEEDS OF SUCCESS

10.1	**Discussing potential**
Functions:	Assessing potential
Target Language:	*potential* – usage and phrases
Theme:	Business potential of green energy

10.2	**Describing growth and contraction**
Functions:	Describing empirical changes and trends
Target Language:	Words, phrases and idioms for describing trends
Theme:	Crocs

10.3	**Explaining ideas**
Functions:	Describing the origins of ideas
Target Language:	Words and phrases for discussing ideas
Theme:	Jibbitz

11.1	Discussing priorities
Functions:	Describing priorities Contrasting ideal situations and real constraints
Target Language:	Phrases related to *priority* Phrases for referring to ideal situations
Theme:	Scheduling a project at a chemicals plant

11.2	Discussing detailed schedules
Functions:	Using specific scheduling terms Explaining interrelationships between plans
Target Language:	Schedule terminology Words for describing interdependence
Theme:	Critical Path Analysis

11.3	Stressing important points
Functions:	Stressing important points verbally Stressing important points in writing
Target Language:	Words and phrases for stressing important points verbally Words and phrases for stressing important points in writing
Theme:	Planning the design phase of a project

UNIT 12	WHEELS IN MOTION

12.1	Discussing work in progress
Functions:	Referring to ongoing activities Referring to the current state of affairs
Target Language:	Words and phrases for referring to the present
Theme:	Opening a new sales office

12.2	Discussing planned progress
Functions:	Referring to future points in time Discussing targets in relation to future timeframes
Target Language:	Review of future perfect and future continuous tenses Phrases for referring to future points in time
Theme:	A publishing schedule

12.3	Reporting on progress
Functions:	Describing tasks currently being completed Discussing delays
Target Language:	Phrasal verbs and word pairs relating to progress
Theme:	Publishing schedule problems

13.1	Describing controls and restrictions
Functions:	Describing authority limits
	Describing restrictive measures
Target Language:	Controls and restrictions: verbs and nouns
Theme:	Security of information

13.2	Discussing causes and effects
Functions:	Discussing causes
	Discussing effects
	Referring to sources of motivation
Target Language:	Verbs to describe influences and motivation + *to ...* / + *from ...ing*
Theme:	Effects of open-plan offices on communication

13.3	Discussing codes of conduct
Functions:	Describing cultural behavior
	Describing personal judgments
Target Language:	Passive forms for describing attitudes and judgments
	Idioms and collocations for describing attitudes and judgments
Theme:	Cultural attitudes to working hours

UNIT 14   ECONOMIC REALITY

14.1	Referring to economic variables
Functions:	Referring to specific economic variables
	Referring to sectors of the economy
Target Language:	Economic vocabulary
Theme:	Business news

14.2	Discussing the economic climate
Functions:	Referring to points in the economic cycle
	Describing changes in the economic climate
Target Language:	Language for describing economic ups and downs
Theme:	Economic history from the dotcom boom to the subprime mortgage crisis

14.3	Discussing strategic responses
Functions:	Describing strategic reactions
Target Language:	Phrasal verbs: strategic changes
Theme:	Reacting to a downturn, determining the location of a new plant

15.1	Describing responsibilities and functions
Functions:	Describing professional functions
Target Language:	Verbs and phrasal verbs for describing professional functions
Theme:	Appointing a new director to push through change

15.2	Attributing and interpreting job titles
Functions:	Transforming descriptive language into titles Understanding inferences of specific titles
Target Language:	Suffixes in job titles: *-er, -or, -ant, -ist* Common job titles
Theme:	Embellishing job titles

15.3	Discussing time-management issues
Functions:	Discussing time commitments Discussing time-management strategies
Target Language:	Time-management phrases
Theme:	Juggling commitments