

APP 2 Step 2 – SLFT Plan

UNIT 16

A SWOT ANALYSIS

<p>... will ... when / as soon as / until / before / after</p> <p>myself/yourself/himself/herself/itself/ yourselves/ourselves/themselves</p> <p>... is likely/unlikely to</p>	<p>likely to / unlikely to, reflexive pronouns, time clauses (before, after, when, as soon as, until), banking vocabulary</p>	<p>describing opportunities and threats, discussing future scenarios, describing an action plan</p>
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UNIT 17

LEASING PROPERTY

<p>... that they owe. / ... they owe.</p> <p>... that states ... / ... stating</p> <p>"There's a" – He said (that) there was a</p> <p>"I'm renovating" – He said (that) he was renovating</p> <p>"It has started." – He told them (that) it had started.</p> <p>"He visited" – He said (that) he had visited</p> <p>"You can" – He said (that) you could</p> <p>"I'll" – He promised (that) he would</p>	<p>compressed relative clauses, reported speech (present simple to past simple, present continuous to past continuous, present perfect to past perfect, past simple to past perfect, can to could, will to would), property-leasing vocabulary</p>	<p>questioning claims, justifying past actions, making arrangements to lease property</p>
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UNIT 18

INFORMATION AND COMMUNICATIONS TECHNOLOGY

<p>I was checking my email when</p> <p>It was making a noise while she was working on it.</p> <p>... so ... that</p> <p>... such a ... that</p>	<p>past continuous (when, while), so ... that, such a ... that, IT vocabulary</p>	<p>describing relationships between concurrent past actions, describing extreme situations, describing IT equipment</p>
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UNIT 19

A CONSORTIUM

<p>ought to / may / might</p> <p>I agree with you.</p> <p>I don't agree with that at all.</p> <p>I see your point.</p> <p>Could I just make a point?</p> <p>Could we record that in the minutes?</p>	<p>ought to, may/might (forecasting), none of, meeting expressions and vocabulary</p>	<p>attending a formal meeting, expressing agreement and disagreement, interrupting, making meeting arrangements</p>
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UNIT 20 **TIME MANAGEMENT**

If ... were ..., ... would/could ... nevertheless/although/however	second conditional, staff-management vocabulary	describing training objectives, discussing staff-management issues, defining priorities
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UNIT 21 **EXPORTING**

Could you tell me ... ? I'll ... if/whether ... Could you tell me when / how long it will ... ? She asked if/whether she could ...	word order in indirect questions, questions in reported speech (if, whether), any more, export vocabulary	describing ordering procedures, making export arrangements, understanding export jargon
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UNIT 22 **SECURITY**

How long has ... been -ing? ... has been -ing for/since ... Dear Sirs, As you are aware, ... It has come to our attention that ... Yours faithfully,	present perfect continuous tense, letter-writing expressions	reviewing business arrangements, verifying claims, writing a letter of complaint
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UNIT 23 **ENTERTAINING**

How are you? Very well, / Fine, / Not bad, thanks. It's nice to see you. Let me introduce you to ... Nice/Pleased to meet you. How do you do? Thank you. You're welcome.	revision and extension of greetings and polite forms, house and home vocabulary, mealtime vocabulary	welcoming a guest, personal introductions, analyzing formal and informal register
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UNIT 24 **THE ENERGY BUSINESS**

... are being ... by ... fix on / spin around / cloud over / come out / go down / connect to / transform to / plug in/into / clip onto	passive (present continuous tense), verbs + adverbial particles, technical vocabulary	giving an industry overview, explaining how something works, describing industry trends
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UNIT 25 EMPLOYMENT PACKAGES

Expressions and vocabulary for recruitment and employment packages	expressions and vocabulary for recruitment and employment packages	describing recruitment criteria, understanding job advertisements, describing employment-package criteria
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UNIT 26 MERGERS AND ACQUISITIONS

... used to didn't use to never used to ... Did ... use to ... ? mine/yours/his/hers/ours/theirs ... unless ...	used to (for long-term past situations), mine, yours, his, hers, ours, theirs, managed to, unless, takeover vocabulary	describing past arrangements and procedures, analyzing advantages and disadvantages, describing how working life used to be
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UNIT 27 APPLYING FOR A JOB

... is used to -ing. -ing is	used to -ing, gerund as subject and object, expressions for letters of application, vocabulary for CVs/résumés	writing a résumé, writing a CV, writing an application letter for a job
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UNIT 28 BEHAVIOR AT WORK

Before his dismissal, he had worked for They realized that she had been -ing He was asked to resign.	past perfect simple and continuous tenses, company employee rules and procedures vocabulary, behavior and disciplinary vocabulary	describing what had happened / describing what had been happening (interrelationships between past actions), describing rules and procedures for employees
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UNIT 29 JOB INTERVIEWS

You enjoy ..., don't you? You're ..., aren't you? She's ..., isn't she? You worked ..., didn't you? You've been ..., haven't you? This would ..., wouldn't it? You're not ..., are you? It didn't ..., did it? So/Neither do I. So/Neither am I.	extension of question tags, so do/ am I, neither do/am I	confirming details in an interview, describing personal strengths, describing professional experience and career history, giving feedback from interviews
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I am writing to express In reply to your letter I apologize for the inconvenience, please do not hesitate to contact me.	letter-writing expressions, vocabulary – presentation aids	confirming a booking in writing, writing a letter of complaint, writing a letter of apology
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