

## APP3 – SLFT Plan

### UNIT 1

### LOOKING AHEAD

#### 1.1 Discussing objectives

Functions:	Describing specific objectives Discussing general aims and ambitions
Target Language:	Language for describing objectives Language for describing ambitions
Theme:	Company and career objectives and ambitions – Google's vision

#### 1.2 Evaluating objectives

Functions:	Discussing the feasibility of objectives
Target Language:	Language for describing how realistic objectives are
Theme:	Business expansions plans The psychology of goal-setting

#### 1.3 Describing plans

Functions:	Discussing yet-to-be arranged intentions Referring to scheduled future arrangements Referring to timetabled future events
Target Language:	Present continuous tense as future (arrangements) Present simple tense as future (timetables) going to (plans)
Theme:	Plans for a business trip Plans for a trip to a conference Project planning

### UNIT 2

### CORPORATE MACHINERY

#### 2.1 Business activities

Functions:	Giving the names of key company departments Describing the functions of company departments
Target Language:	Names of common company departments Verbs to describe business functions
Theme:	Customer focus

#### 2.2 Management activities

Functions:	Describing management activities Discussing management challenges
Target Language:	Verbs to describe management activities
Theme:	The role of the manager

<b>2.3 Organizational structures</b>	
Functions:	Describing the organization of a company Explaining reporting structures and hierarchies
Target Language:	Language for describing parts of companies Language for describing lines of communication
Theme:	Matrix structures Management across company boundaries

## UNIT 3

## DECISION-MAKING

<b>3.1 Decision-making analysis</b>	
Functions:	Analyzing and steering a decision-making process
Target Language:	Language to describe decisions and decision-making behavior
Theme:	Decision-making instincts Decision-making in family businesses

<b>3.2 Expressing and explaining opinions</b>	
Functions:	Expressing and explaining opinions during decision-making Offering advice and recommendations
Target Language:	should(n't), must(n't), ought to, have got to important to/that, essential to that, a good idea to
Theme:	Product evaluation meetings Opinions in family businesses

<b>3.3 Agreeing and disagreeing</b>	
Functions:	Expressing varying degrees of agreement and disagreement
Target Language:	Phrases for agreeing and disagreeing
Theme:	Product evaluation meetings Decision-making between business partners

## UNIT 4

## ANALYSIS

<b>4.1 Describing present trends</b>	
Functions:	Describing the frequency of actions and events Referring to current and temporary situations
Target Language:	Review and extension of adverbs of frequency Common expressions for describing frequency Phrases for referring to the present
Theme:	The growth of the Internet Internet use at home and at work

<b>4.2 Describing behavior</b>	
Functions:	Describing habits Describing likes and dislikes
Target Language:	Language for describing tendencies (including gerund forms) Verbs to describe likes/dislikes with infinitive and gerund forms
Theme:	E-tailing

<b>4.3 Interpreting statistics</b>	
Functions:	Describing precise and approximate values Approximate large numbers in conversation Describing fractions and proportions
Target Language:	Words to indicate precision/approximation Conversational abbreviations of large numbers Phrases and collocations for describing fractions and proportions
Theme:	Websites and online store usage

## UNIT 5

## IDEAS

<b>5.1 Describing ideas</b>	
Functions:	Describing innovative thinking
Target Language:	Language for describing innovative ideas
Theme:	Innovation and entrepreneurship

<b>5.2 Making suggestions</b>	
Functions:	Making suggestions Building on other people's suggestions
Target Language:	Language for making and developing suggestions
Theme:	New company reception décor Electronic ink

<b>5.3 Evaluation ideas</b>	
Functions:	Discussing possible scenarios Discussing hypothetical scenarios
Target Language:	First and second conditional
Theme:	Brainstorming potential problems and solutions

**6.1 Discussing past trends**

Functions:	Describing ongoing situations in the past
Target Language:	Past with "used to"
Theme:	From faxes to instant messaging

**6.2 Describing change**

Functions:	Describing change and transition Describing modernization and improvement
Target Language:	Words and phrases to describe change Words and phrases to describe improvement
Theme:	Speech recognition

**6.3 Discussing experiences**

Functions:	Discussing past experiences
Target Language:	Contrastive review of past simple and past perfect tenses
Theme:	Learning English for work

**7.1 Discussing schedules**

Functions:	Describing schedules Discussing the impact of delays and changes to schedules Describing the interrelationship between scheduled activities
Target Language:	Scheduling language
Theme:	Scheduling: construction and the Empire State Building

**7.2 Discussing budgets**

Functions:	Discussing budgets Comparing planned and actual expenditure
Target Language:	Budgeting language
Theme:	The science of budgeting Costs and savings on home improvements

<b>7.3 Giving progress report</b>	
Functions:	Giving an update Enquiring about and describing what's been happening
Target Language:	Phrases with "update" Present perfect continuous tense Contrasting the present perfect simple and continuous tenses
Theme:	Written and oral updates on progress

## UNIT 8 GETTING ORGANIZED

<b>8.1 Making arrangements</b>	
Functions:	Arranging to meet Referring to specific dates Referring to approximate timeframes
Target Language:	Language for describing precise and approximate timeframes Phrases for arranging to meet
Theme:	Organizing a conference

<b>8.2 Changing arrangements</b>	
Functions:	Rearranging meetings and events Explaining reasons for changes of plan Referring to firm and provisional arrangements
Target Language:	Language for describing changes of plan Language for referring to unexpected events Language for qualifying arrangements as firm or provisional
Theme:	Organizing a conference

<b>8.3 Confirming and clarifying</b>	
Functions:	Double-checking information and arrangements Clarifying unclear information and arrangements
Target Language:	Language for describing confusion or mistakes
Theme:	"Fat finger" syndrome Clarifying payment details

## UNIT 9 SYSTEMS

<b>9.1 Describing procedures</b>	
Functions:	Describing procedures, processes and systems
Target Language:	Passive: present simple, past simple, present perfect tenses
Theme:	Barcodes

<b>9.2 Explaining how things work</b>	
Functions:	Describing physical position Describing physical direction and movement
Target Language:	Verbs with prepositions of position/direction
Theme:	Cargo helium balloons and CargoLifter

<b>9.3 Describing precautions</b>	
Functions:	Explaining safety precautions
Target Language:	Passive with can(not), should (not) and must (not) Language to describe hazards and safety precautions
Theme:	Accident statistics analysis

## UNIT 10

## WORKLOAD

<b>10.1 Pressure and influence</b>	
Functions:	Describing external pressures Describing influential trends
Target Language:	Passive: present continuous tense Language for describing pressure and influence
Theme:	The science of happiness

<b>10.2 Norms and exceptions</b>	
Functions:	Referring to usual and unusual circumstances
Target Language:	Language for describing normal and exceptional situations unless whenever, whatever, wherever, however, whoever
Theme:	Time managements

<b>10.3 Autonomy and assistance</b>	
Functions:	Refer to internal and external business functions
Target Language:	to have/get (something) done Reflexive Language for describing internal and external operations
Theme:	Outsourcing Personal shoppers

## UNIT 11

## LOCATION

**11.1 Geography and climate**

Functions:	Describing cities, regions and countries Talking about the weather and climate
Target Language:	Geographical features Weather and climate
Theme:	Impact of the working environment Business clusters

**11.2 Economic factors**

Functions:	Referring to economic indicators Describing economic performance Explaining causes, effects and consequences
Target Language:	Language for describing specific aspects of the economy Language for describing overall economic performance Language for linking causes and effects
Theme:	Real estate prices

**11.3 Describing graphs**

Functions:	Describing trends on graphs Emphasizing significant movements on graphs Describing the causes, effects and consequences of trends
Target Language:	Verbs and nouns for describing graphs Adjectives and adverbs for describing graphs
Theme:	Oil prices

## UNIT 12

## PRODUCTS &amp; SERVICES

**12.1 Written requests and responses**

Functions:	Requesting information about products and services by email Responding to requests for information by email
Target Language:	Common email phrases – requests and responses
Theme:	Enquiries by email "FAQ" for customer service

**12.2 Describing products and services objectively**

Functions:	Describing the characteristics of products and services Discussing the suitability of products and services Discussing the availability of products and services
Target Language:	Words and phrases to describe product/services characteristics Words and phrases to describe suitability Words and phrases to describe availability

Theme:	Ikea "Multi-channel retailing"
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### 12.3 Describing products and services subjectively

Functions:	Emphasizing good and bad points Exaggerating and understating Describing prices and values
Target Language:	Modifiers Idioms for prices and values
Theme:	Design classics Preferences in car design

## UNIT 13

## OPPORTUNITY

### 13.1 Discussing opportunities

Functions:	Discussing scope and potential
Target Language:	Language to describe opportunities and potential Language to describe levels of risk
Theme:	Working from home

### 13.2 Describing observations

Functions:	Describing observations
Target Language:	Language for describing observations Past continuous tense with "when" and "while"
Theme:	Iwasaki and replica food How do people spot opportunities?

### 13.3 Discussing next steps

Functions:	Discussing how to move plans forward
Target Language:	Time clauses: when, before, after, as soon as, once, until
Theme:	Moving an idea forward

## UNIT 14

## CHARACTER & CULTURE

### 14.1 Corporate characteristics

Functions:	Discussing the efficiency of organizations Describing corporate culture
Target Language:	Adjectives, phrases and idioms for describing organizations
Theme:	Analyzing the culture of an acquired firm

### 14.2 Personal characteristics



Functions:	Describing people's strengths and weaknesses Discussing behavior, and attitudes at work
Target Language:	Adjectives for describing personal characteristics
Theme:	Corporate personality

### 14.3 Personal abilities

Functions:	Describing personal abilities Expressing levels of motivation
Target Language:	able to / unable to Capable of ...ing / incapable of ...ing brilliant / excellent / good/ not very good / hopeless at ...ing
Theme:	What recruiters look for

## UNIT 15

## NEWS & VIEWS

### 15.1 Reporting findings

Functions:	Expressing conclusions based on opinions Expressing degrees of certainty and doubt
Target Language:	Describing facts and assumptions in the passive
Theme:	Public relations

### 15.2 Understanding headlines

Functions:	Understanding headlines in the business press
Target Language:	Headline language
Theme:	Various news stories and associated headlines

### 15.3 Rumors and assumptions

Functions:	Discussing rumors Referring to assumptions
Target Language:	Language for qualifying rumors and assumptions Review of question tags
Theme:	Company and industry rumors

## UNIT 16

## MARKET FORCES

### 16.1 Describing markets

Functions:	Describing market characteristics Describing degrees of competition
Target Language:	Language for describing supply and demand Language for describing competition in a market