

APP4B – SLFT Plan

UNIT 16

GREEN CREDENTIALS

16.1 Discussing environmental issues	
Functions:	Referring to types of environmental problem
Target Language:	Environmental vocabulary – word forms
Theme:	The corporate challenge of becoming greener

16.2 Describing attitudes	
Functions:	Discussing awareness of and concerns about problems Describing degrees of conviction and skepticism Referring to willingness
Target Language:	Adjectives and nouns for describing attitudes
Theme:	Customers' attitudes to eco-friendliness

16.3 Explaining corporate policies	
Functions:	Describing policy aims and principles
Target Language:	Verbs commonly used in policy statements
Theme:	BHP Billiton 'Zero Harm' policy

UNIT 17

VALUE

17.1 Discussing values and prices	
Functions:	Discussing market prices Discussing value relative to price
Target Language:	Phrases and idioms for describing values and prices
Theme:	Prices in Monaco

17.2 Emphasizing high and low prices	
Functions:	Referring to high and low prices emphatically
Target Language:	Idioms for describing high and low prices
Theme:	Emerging tourist destinations

17.3 Discussing influential factors	
Functions:	Referring to positive and negative influences
Target Language:	Verbs for referring to positive and negative influences
Theme:	Buying real-estate in sunny locations

18.1 Describing learning processes	
Functions:	Describing learning and adaptation processes
Target Language:	Words and phrases for describing learning and adaptation
Theme:	The learning implications of software upgrades
18.2 Discussing similarities and differences	
Functions:	Describing common features Describing similarities Describing differences
Target Language:	Phrases and collocations for describing similarities Phrases and collocations for describing differences
Theme:	Product commonality
18.3 Assessing clarity of information	
Functions:	Discussing the clarity of information Discussing coherence and incoherence of information
Target Language:	Words and phrases for referring to clarity and coherence
Theme:	Clarity of instructions in manuals

19.1 Discussing threats to businesses	
Functions:	Discussing categories of business threat Discussing specific business threats
Target Language:	Phrases and structures with <i>threat</i> , <i>risk</i> and <i>danger</i>
Theme:	PEST analysis
19.2 Quantifying risks	
Functions:	Describing degrees of risk Discussing vulnerability
Target Language:	Nouns and verbs related to <i>vulnerability</i> Adjectives for quantifying risk
Theme:	Disaster planning
19.3 Discussing risk strategies	
Functions:	Discussing degrees of risk exposure Explaining risk-management strategies
Target Language:	Vocabulary and phrases for describing risk exposure Vocabulary and phrases for describing risk management
Theme:	Hedging

20.1 Discussing feelings about work	
Functions:	Discussing positive and negative feelings about work Discussing positive and negative characteristics of work
Target Language:	Adjectives for describing feelings about work Adjectives for describing the characteristics of work
Theme:	General Social Survey data on job satisfaction

20.2 Describing memorable professional experiences	
Functions:	Describing perceptions of experiences
Target Language:	Compound adjectives for describing experiences Phrases with <i>time</i> for describing experiences
Theme:	Positives and negatives of working internationally

20.3 Discussing professional aspirations	
Functions:	Discussing aspirations Discussing personal priorities
Target Language:	Words and phrases for describing short- and long-term aspirations
Theme:	Career change

21.1 Describing previous eras	
Functions:	Referring to past events and situations
Target Language:	Review of past and perfect tenses <i>would = used to</i> Phrases for referring to the past
Theme:	Business in the 1980s

21.2 Discussing how things have changed	
Functions:	Describing changes over time Contrasting past and present situations
Target Language:	<i>any/no longer, any more</i> and related phrases Phrases for referring to present situations
Theme:	Contrasting past and contemporary business attitudes

21.3 Describing ongoing changes	
Functions:	Describing changes currently underway
Target Language:	Phrases for describing ongoing changes
Theme:	Executive pay

22.1 Discussing management functions	
Functions:	Describing different aspects of management
Target Language:	Verbs and expressions for referring to aspects of jobs Idioms relating to details
Theme:	The multifaceted role of the international manager

22.2 Describing cultural orientation and motivation	
Functions:	Describing sources of motivation Describing cultural orientations
Target Language:	Compound adjectives for describing motivation and culture Verbs for describing motivation and culture
Theme:	Sales force motivation

22.3 Describing management styles	
Functions:	Describing styles adopted by managers Describing employees' behavior towards managers
Target Language:	Words and phrases for describing management styles
Theme:	Contrasting management styles

23.1 Referring to opinions	
Functions:	Discussing issues relating to opinions
Target Language:	Collocations with <i>opinion</i>
Theme:	Truths about opinions

23.2 Discussing collective opinions	
Functions:	Referring to public opinion Referring to consensus of opinion
Target Language:	Phrases for referring to collective opinion
Theme:	Focus groups

23.3 Expressing opinions	
Functions:	Expressing opinions and impressions Discussing expectations
Target Language:	Phrases for expressing opinions and impressions Phrases for discussing expectations
Theme:	Interpreting focus group feedback

24.1 Discussing support and opposition	
Functions:	Describing degrees of support and opposition Referring to majority and minority positions
Target Language:	Words and phrases for describing support and opposition Words and phrases for describing majority and minority views
Theme:	A flexitime initiative

24.2 Expressing agreement and disagreement	
Functions:	Expressing varying degrees of agreement and disagreement
Target Language:	Phrases for expressing degrees of agreement and disagreement
Theme:	Evaluating flexitime

24.3 Describing agreement and disagreement	
Functions:	Summing up states of agreement and disagreement Reporting on the progress of negotiations
Target Language:	Phrases for describing agreement and disagreement Phrases for describing ongoing negotiations
Theme:	Trade union negotiations

25.1 Discussing offers and bids	
Functions:	Describing bidding processes Discussing formal tendering procedures
Target Language:	Words and phrases for referring to commercial bidding
Theme:	Formal bidding procedures

25.2 Describing negotiating strategies	
Functions:	Describing negotiating styles and tactics
Target Language:	Words and phrases for describing negotiating strategies
Theme:	Factors that influence negotiations

25.3 Discussing trust and reliability	
Functions:	Discussing trustworthiness Discussing reliability track records
Target Language:	Words and phrases for describing dependability
Theme:	Assessing suppliers' track records

26.1 Discussing selling points	
Functions:	Referring to examples which illustrate selling points Talking through multiple selling points
Target Language:	Phrases for referring to examples and imaginary contexts Phrases for introducing additional points
Theme:	Investment alert service proposal

26.2 Questioning potential benefits	
Functions:	Questioning potential benefits and advantages
Target Language:	Phrases for questioning benefits and advantages
Theme:	Criticisms of investment alert service

26.3 Making tentative suggestions	
Functions:	Making suggestions consultatively
Target Language:	Phrases for making tentative suggestions
Theme:	Alternative investment alert service proposal

27.1 Describing unsatisfactory situations	
Functions:	Referring to standards of work Referring to unsatisfactory standards
Target Language:	Phrases for describing standards
Theme:	A quality problem

27.2 Complaining politely	
Functions:	Expressing complaints politely
Target Language:	Words and phrases for softening complaints
Theme:	A quality problem

27.3 Complaining forcefully	
Functions:	Expressing forceful complaints verbally Expressing forceful complaints in writing
Target Language:	Words and phrases for making strong complaints verbally Words and phrases for making strong complaints in writing
Theme:	A quality problem

28.1 Explaining reasons for mistakes	
Functions:	Referring to types of mistake Explaining why mistakes occurred
Target Language:	Words, relating to mistakes, with the prefixes <i>mis</i> , <i>over</i> , <i>under</i> , <i>ill-</i>
Theme:	Common reasons for business mistakes

28.2 Discussing disappointing outcomes	
Functions:	Discussing outcomes in the light of expectations
Target Language:	Words and phrases for referring to expectations and outcomes <i>not</i> + positive adjective for describing negative situations <i>not</i> + negative adjective for describing positive situations
Theme:	Disappointing sales figures

28.3 Analyzing past mistakes	
Functions:	Discussing past mistakes with the benefit of hindsight
Target Language:	Review of the third conditional Phrases commonly used with the third conditional Formal and informal phrases for applying hindsight
Theme:	An unsuccessful hotel development

29.1 Referring to forecasts	
Functions:	Referring to predictions and projections
Target Language:	Words relating to forecasts
Theme:	The art and science of forecasting

29.2 Referring to the future	
Functions:	Referring to the future generally Referring to the near future
Target Language:	Phrases containing the word <i>future</i>
Theme:	The role of futurologists

29.3 Discussing forecasts	
Functions:	Discussing degrees of likelihood in forecasts
Target Language:	Phrases for referring to likelihood
Theme:	A futurologist's predictions

30.1 Explaining communication objectives	
Functions:	Describing communication processes and objectives
Target Language:	Verbs for describing communication functions
Theme:	Business communication channels

30.2 Discussing communication effectiveness	
Functions:	Referring to understanding and misunderstanding
Target Language:	Idioms for referring to understanding and misunderstanding
Theme:	Communicating with non-native English speakers

30.3 Describing communication styles	
Functions:	Describing direct styles of communication Describing diplomatic styles of communication
Target Language:	Words and idioms for describing styles of communication
Theme:	Straight-talking versus diplomacy