

ตารางรายละเอียด

ลำดับ	คอร์สเรียน	จำนวน	วัน - เวลา
1.	<p>30-hour Business English (เหมาะสำหรับระดับ A2 - B1) อาจารย์ผู้สอน : Mr. Henry Ignatius Arujah รูปแบบการสอน : ออนไลน์ผ่าน โปรแกรม ZOOM</p>	25 คน	<p>วันที่ 1 - 24 เมษายน 2564 ทุกวันจันทร์ - วันเสาร์ เวลา 18.00 - 20.00 น. (ยกเว้นวันที่ 11-18 เมษายน 2564)</p>  <p>( <a href="https://forms.gle/kHUokKsdvGE8NJkA9">https://forms.gle/kHUokKsdvGE8NJkA9</a> )</p>

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<b>Date</b>	<b>Topic</b>	<b>Outcomes</b>
1 April 2021	Arranging a meeting	Students learn how to arrange, cancel and reschedule a business meeting. The lesson focuses on listening, vocabulary and speaking (role play practice).
2 April 2021	Describing a problem	In this audio-based lesson plan, students learn how to describe a procedure. The worksheet focuses on vocabulary, listening comprehension, and speaking practice.
3 April 2021	It's a deal	Students learn how to negotiate in English. The lesson plan includes a short negotiation dialogue and focuses on vocabulary, listening comprehension, and role play.
5 April 2021	Performance review	In this dialogue-aided lesson plan, students learn key vocabulary used for appraising performance. The lesson rounds off with students doing a performance review in pairs.
6 April 2021	Exchanging information	Students learn how to exchange and read information on the phone, including numbers, dates, email addresses, website URLs, prices, and other information.
7 April 2021	Teamwork	Students read about and discuss the benefits of working in teams. The lesson focuses on vocabulary and speaking.
8 April 2021	Work and pay	This lesson plan covers vocabulary for talking about work pay. There are exercises on salary collocations, work benefits and how to read a pay slip. The lesson finishes with questions for students to talk about pay in their own countries.
9 April 2021	Marketing	In this lesson plan, students learn and use vocabulary related to marketing. Activities cover digital and offline marketing, marketing tips and common collocations. At the end of the lesson, students answer questions about marketing where they work.
10 April 2021	Time management	In this lesson, students learn and use vocabulary connected with time management. Learners look at tips, prioritize tasks and discuss how good they think they are at time management.

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19 April 2021	The business meeting	Students learn how to manage a business meeting, including agreeing/disagreeing with propositions, arriving at a consensus, confirming a decision and closing the meeting. The lesson focuses on listening and practical, functional vocabulary.
20 April 2021	Your company	In this dialogue-aided lesson, students listen to an employee being interviewed about her company. They then practise using the questions and key vocabulary from the dialogue to talk about their own companies.
21 April 2021	Business emails	In this lesson, students learn how to write emails for their work. The worksheet compares formal and informal styles of writing.
22 April 2021	Comparing brands	In this dialogue-based lesson, students listen to a short market survey interview with a consumer about her opinions on consumer electronics brands. The focus is on the comparative and superlative forms of adjectives. At the end of the worksheet, there is a role play in which students interview each other.
23 April 2021	Asking questions	Questions can be especially tricky for lower level learners. This business English version of our simple lesson plan Asking questions is designed to build the students' confidence when using question structures.
24 April 2021	Taking a break	In this lesson, students read an article about how skipping lunch can affect productivity and wellbeing in the workplace. The worksheet includes an activity on the use of can/can't for talking about ability and possibility.