

Business English Lesson Plans as preparation for From School to Job – general topics useful for all business contexts.

Topics	Aims	Attachments
1. Emailing – Beginnings and Endings	To practise key phrases for beginning and ending email correspondence. To understand the difference between formal and informal register in written communication.	nothing
2. Emailing – Key phrases	To practise and produce key phrases for standard business emails and identify different reasons for writing business emails	nothing
3. Telephoning – Key phrases	To understand and practise key phrases for telephoning.	nothing
4. Telephoning – voicemails	To practice understanding and leaving voicemails and following directions on a map.	Topic 4_Task 3_Image Topic 4_Task 3_1_Audio Topic 4_Task 3_2_Audio Topic 4_Task 3_3_Audio Topic 4_Task 3_4_Audio
5. Vlog – Talking about your Job	To build vocabulary on different professions. To practise talking about the advantages and disadvantages of certain jobs.	Topic 5_Task 2_Video
6. Jobs and applications	To practise key phrases for jobs and applications and compare job adverts.	nothing
7. Presentations	To practise key phrases for presentations, focussing on signposting language.	nothing
8. Business travel & Announcements	To practise and produce key phrases for business travel, understand the language of checking in at a hotel and at an airport, and recognise key information in public announcements.	Topic 8_Task 1_Audio Topic 8_Task 2_Audio Topic 8_Task 3_Audio Topic 8_Task 4_1_Audio Topic 8_Task 4_2_Audio Topic 8_Task 4_3_Audio Topic 8_Task 4_4_Audio Topic 8_Task 4_5_Audio
9. Team work	To discuss the advantages and disadvantages of teamwork and how to be a good team player. To practise and produce the vocabulary for making suggestions, giving advice, agreeing and disagreeing.	nothing
10. Business Tips	To practise both understanding and giving tips in a business context.	Topic 10_Task 1_Video