

Sample Timetable

English for Business

The English for Business program will help you develop accuracy and fluency in written and spoken English in a business context.

	Monday	Tuesday	Wednesday	Thursday	Friday
8.30-9.30	Speaking In pairs, students, participate in a socialising task and a group simulated task.	Writing/Speaking Search and present own company profile with logo, statement and brief. *CALL	Speaking Group discussion about cultural differences in the community and in business.	Writing Business letter. Speaking Telephoning skills.	Writing Students a short report about points they have learned in relation to culture. *CALL
9.30-10.30	Listening Take notes from a recorded text.	Speaking and Listening Identifying main points from a spoken text, summarising.	Listening Listen to a speaker talking about cultural differences.	Listening Follow up telephoning with set tasks.	Speaking Using the daily paper choose an article to discuss with the class.
10.30-11.00	Break				
11.00-12.00	Vocabulary and Reading Describing an organisation.	Grammar Using appropriate question forms and seeking information (mock interviews).	Reading "Culture shock" and related questions and comments.	Reading Articles related to cultural awareness. Market leader cultural reference.	Role play Cultural tasks and activities.
12.00-1.00	Writing Using research skills prepare a PowerPoint presentation on their placement organisation.	Writing Activity Business letter writing and emails, messages etc used in business communication.	Business idioms Grammar Advice, obligation and necessity.	Case study Business Briefings Aspects of business culture.	Writing *CALL – write a thank you letter to employer.
Afternoon	Students are scheduled for 1 hour in the Independent Learning Centre				
Homework:		Students complete a first draft of a business letter	Student completes second draft of their business letter		

*CALL – Computer Assisted Language Learning

Independent Learning Centre (ILC)

Hawthorn-Melbourne students have four hours of class time and one hour of independent learning time each day. Independent learning time is an opportunity to practice specific language skills that are learnt in class. Teachers advise students on what skills they need to develop and the ILC coordinator assists students in finding the right materials.

There is also a great variety of activities to choose from during your ILC hour.

- **Classes!** Students can choose to participate in conversation, pronunciation, reading and handwriting sessions.
- **Study guidance:** Students can choose from a variety of materials which directly support their class curriculum:
 - Grammar aids
 - vocabulary and spelling enhancers
 - pronunciation clarification
 - reading and writing guides
 - listening practice
- **Movies:** the ILC has DVD players and a good range of movies with subtitles so that you can listen, read and improve your English while you enjoy your favourite movies.
- **E-learning:** there are many websites that can help you improve your English language level and the ILC coordinator can help you find them.

Hawthorn-Melbourne's ILC coordinator is a fully qualified and very helpful teacher who can help you find the right resources to improve your general English, business English or academic English pathway.



MyStudy™

With five key learning areas and a dedicated online space, myStudy™ helps you build your language skills and your confidence, so you get the most out of your time with us.

- tailored study program to help you continue your learning outside the classroom
- access available 24 hours a day, seven days a week, wherever you have internet access
- connect with other students from Hawthorn-Melbourne and students studying at Navitas English across Australia
- innovative and interactive software and activities to suit all learning styles

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