

ENGLISH FOR WORK

FRIDAYS	900am - 1020am	1130am - 1150am	1150am - 1230pm	1230pm - 140pm	150pm - 300pm
Week 1. GETTING READY TO WORK IN AUSTRALIA	Choosing a job Finding a job	Writing a resume Resume sample	LUNCH	Writing a resume	Real life scenario: 'At the restaurant'
Week 2. LOOKING FOR A JOB IN AUSTRALIA	Local qualifications RSA/RCG/RFH	Writing an application letter	LUNCH	'Making Decisions' from 'Business Focus(PI) U.4	Real life scenario: 'At the restaurant'
Week 3. JOB INTERVIEWS IN AUSTRALIA	'10 ways to improve your career' from 'Market Leader' (PI) U.1	Job interview questions Questions to ask during a job interview	LUNCH	Practice job interview skills	Real life scenario: 'Taking orders for drinks'
Week 4. AUSTRALIAN COMPANY STRUCTURE	'Companies' from 'Market Leader' (PI) U.3	Accepting a job offer Reading	LUNCH	'Managing people' from 'Market Leader' (PI) U.9	Real life scenario: 'Working in an office'

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Week 5. FORMAL ENGLISH VS INFORMAL ENGLISH	Formal vs Informal English	Formal writing practice	LUNCH	Telephone Conversations Business Result 'Market Leader' (PI) p.11,p.67	Real life scenario: 'Working in construction'
Week 6. WORKING IN THE AUSTRALIAN WORKFORCE	Doing business in other cultures	Dealing with conflict at work 'Market Leader' (PI) U.10	LUNCH	Participating in meetings and negotiation skills 'Market Leader' (PI) p18,19,27,38,39,47,75,111	Real life scenario: 'Working as a kitchen hand or chef'
Week 7. SOCIALISING WITH WORKMATES IN AUSTRALIA	Australian workplace culture	Entertaining 'Business Result' (PI) U.11 'Market Leader' (PI) U.6	LUNCH	Case study and presentation	Real life scenario: 'Working in a hotel' (part 1)
Week 8. CUSTOMER SERVICE IN AUSTRALIA	Office jargon – Common expressions in the office	Customer service 'Business result and Business focus' (PI)	LUNCH	Case study: Impress the customers 'The WOW awards, Business result' (PI) p.41	Real life scenario: 'Working in a hotel' (part 2)