

Programación semanal

En la programación semanal te presentamos un **reparto del trabajo de la asignatura** a lo largo de las semanas del cuatrimestre.

	CONTENIDO TEÓRICO	ACTIVIDADES (15 puntos)	CLASES EN DIRECTO
Semana 1	Unit 1 1.1 Presenting a Company Module I: Presentations (PDF) 1.2. Signposting 1.3. Dealing with clients 1.4. Administration. Taking messages	Asistencia a 2 sesiones en directo a elegir a lo largo del cuatrimestre (0,25 puntos cada una). Dexway completion (2 puntos) Recording. Presenting a graph (3 puntos)	Subject introduction. Unit 1 class and activity introduction: Recording. Presenting a graph.
Semana 2	Unit 1 (part II) 1.5. Buying the perfect camper 1.6. Vehicles 1.7. The car doesn't work 1.8. Test exercises	Reading. <i>The Selfish Giant</i> by Oscar Wilde (4 puntos)	Unit 1 class and activity introduction: Reading. <i>The Selfish Giant</i> by Oscar Wilde.
Semana 3	Unit 2 2.1. Administration. Business correspondence 2.2. Administration. Asking for information 2.3. We're off 2.4. Living under extreme conditions 2.5. Highland Park: Reading comprehension 2.6. Test exercises		Unit 2 Class
Semana 4	Unit 3 3.1. Management. Job Interview Module II: The Interview (PDF) 3.2. A business lunch 3.3. Let's go to the Isle of Wight	Forum. ICT tools in your professional Life (2.5 puntos)	Unit 3 class and activity introduction: Forum. ICT tools in your professional life.
Semana 5	Unit 3 (part II) Module III: Applying for a job: Curriculum Vitae (PDF) 3.4. How long has she lived in London? 3.5 International Human rights 3.5. Test exercises		Unit 3 class. Review class for the activity Recording. Presenting a graph.

	CONTENIDO TEÓRICO	ACTIVIDADES (15 puntos)	CLASES EN DIRECTO
Semana 6	<p>Unit 4 4.1. Management. Business trip 4.2. Lost 4.3. Are you a lone wolf? 4.4. The right person for the job Module IV: Written communication: A cover letter (PDF) 4.5. Having a breakdown 4.6. Fabrics 4.7. Test exercises</p>	<p>Writing. Writing a cover letter (3 puntos)</p>	<p>Unit 4 class and activity introduction: Writing. Writing a cover letter.</p>
Semana 7	<p>Unit 5 5.1. Administration. Fire drill – There is a fire! 5.2 Management. Responsibilities 5.3. Management. Health and safety – An accident at work 5.4. Shouldn't I?</p>		<p>Unit 5 class</p>
Semana 8	<p>Unit 5 (part II) 5.5. I feel ill 5.6. Radio food programme – Listening comprehension 5.7. Why don't you come in? Module V: Written communication: A business report (PDF) 5.8. Test exercises</p>		<p>Unit 5 class</p>
Semana 9	<p>Unit 6 6.1. Just a click away Module VI: The internet and social networks (PDF) 6.2. International business 6.3. Virtual world – Additional vocabulary 6.4. We'll keep in touch 6.5. I'll call you 6.6. Test exercises</p>		<p>Unit 6 class. Review class for the activity Reading. <i>The Selfish Giant</i> by Oscar Wilde.</p>
Semana 10	<p>Unit 7 7.1. Management. Making an order. 7.2. Management. Around the office I 7.3. Management. Around the office II 7.4. What if...? 7.5. Let's be reasonable 7.6 Agatha Christie – Reading comprehension 7.7. Test exercises</p>		<p>Unit 7 class. Review class for the activity Writing. Writing a cover letter.</p>
Semana 11	<p>Unit 8 8.1. The office 1 8.2. The office 2 8.3. The office 3 8.4. The office 4 8.5. I owe you one 8.6. I made biscuits 8.7. Test exercises</p>		<p>Unit 8 class</p>

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Semana 12	Unit 9 9.1. Financial vocabulary 9.2. Typical situation – Opening an account 9.3. Dialogue – At the bank 9.4. The press – Additional vocabulary Module VII: The newspaper (PDF)		Unit 9 class Exam's explanation class.
Semana 13	Unit 9 (part II) 9.5. He was no stranger to me 9.6. Have you hear about her son? 9.7. Why don't you show me around? 9.8. Test exercises		Unit 9 class
Semana 14	Unit 10 10.1. Going on holiday 10.2. A new restaurant 10.3. I'm planning to go to Los Angeles 10.4. Disneyland 10.5. Barbados – Reading 10.6. Final review		Unit 10 class
Semana 15	Review week and oral exam		Review class
Semana 16	Exams week		

NOTA

Esta **Programación semanal** puede ser modificada si el profesor lo considera oportuno para el enriquecimiento de la asignatura.