

Programación semanal

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

| SEMANAS | TEMAS | ACTIVIDADES | CLASES EN DIRECTO |
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| Semana 1 | Tema 1 1.1. Presenting a Company Module I: Presentations 1.2. Signposting | Dexway completion(1 puntos) Asistencia a 2 clases en directo a elegir a lo largo del cuatrimestre (0,15 puntos cada una). | Subject introduction. Unit 1 class. |
| Semana 2 | Tema 1 (continuación) 1.3. Dealing with clients 1.4. Administration. Taking messages 1.5. Buying the perfect camper | Task 1: Create your Own Company(1,5 puntos) | Unit 1 class and activity introduction: Create your Own Company |
| Semana 3 | Tema 1 (continuación) 1.6. Vehicles 1.7. The car doesn't work 1.8. Test exercises | | Unit 1 Class |
| Semana 4 | Tema 2 2.1. Administration. Business correspondence 2.2. Administration. Asking for information | | Unit 2 Class |
| Semana 5 | Tema 2 (continuación) 2.3. We're off 2.4. Living under extreme conditions | Task 2: Worker Profile(1,6 puntos) | Unit 2 class and activity introduction: Worker Profile. Review class for the activity Create your Own Company. |
| Semana 6 | Tema 2 (continuación) 2.5. Highland Park: Reading comprehension 2.6. Test exercises | | Unit 2 class and review class. |
| Semana 7 | Tema 3 3.1. Management. Job Interview Module II: The Interview 3.2. A business lunch | | Unit 3 class Exam's explanation class. |
| Semana 8 | Tema 3 (continuación) Module III: Applying for a job: Curriculum Vitae 3.3. Let's go to the Isle of Wight 3.4. How long has she lived in London? | | Unit 3 class |
| Semana 9 | Tema 3 (continuación) 3.5 International Human rights 3.6. Test exercises | | Unit 3 class. Review class for the activity Worker Profile. |
| Semana 10 | Tema 4 4.1. Management. Business trip 4.2. Lost 4.3. Are you a lone wolf? | | Unit 4 class. |

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| Semana 11 | Tema 4 (continuación) 4.4. The right person for the job Module IV: Written communication: A cover letter 4.5. Having a breakdown 4.6. Fabrics 4.7. Test exercises | Task 3: Organization and Management(1,6 puntos) | Unit 4 class and activity introduction: Organization and Management. |
| Semana 12 | Tema 5 5.1. Administration. Fire drill – There is a fire! 5.2 Management. Responsibilities 5.3. Management. Health and safety – An accident at work | | Unit 5 class. |
| Semana 13 | Tema 5 (continuación) 5.4. Shouldn't I? 5.5. I feel ill 5.6. Radio food programme – Listening comprehension | | Unit 5 class. |
| Semana 14 | Tema 5 (continuación) 5.7. Why don't you come in? Module V: Written communication: A business report 5.8. Test exercises | | Unit 5 class. Review class for the activity Organization and Management. |
| Semana 15 | Review week | | Review week |
| Semana 16 | Exams week | | |

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