

Training Programme Scheme of Work & Progress Review

Trainer Learner		Programme	Achieved comfortably	Achieved	Working towards	Not met	See comments
	<u>Topic</u>	Indicative content open to amendment and discussion at any stage Intended Outcomes					
1	Meeting & greeting	<ol style="list-style-type: none"> 1. Greeting people appropriately; 2. Introducing yourself and others; 3. Reviewing registers and pronunciation 4. Welcoming, starting a conversation Structures <i>Coping strategies.</i> Resources					
2	Talking about the work environment	<ol style="list-style-type: none"> 1. Talking about occupation, Your role, responsibilities and skills 2. Talking about daily routine 3. Describing work environments 4. Talking about companies, offices, and locations 5. Questioning staff Structures					
3	Getting About Business Trips	<ol style="list-style-type: none"> 1. Asking for directions 2. Following directions 3. Making travel enquiries/buying tickets 4. Organising business trips 5. Travelling by train, plane and public transport Structures Resources					
4	Communications	<ol style="list-style-type: none"> 1. Consulting emails 2. Understanding recorded messages 3. Asking for help 4. Giving instruction 					

		Structures							
		Resources							
5	Making arrangements	1. <i>Telling the time</i> 2. <i>Referring to days of the week - calendars</i> 3. <i>Making simple arrangements</i> 4. <i>Issuing an invitation</i> 5. <i>Refusing and accepting</i> 6. <i>Dealing with appointments and time tables</i> 7. <i>Postoning and rescheduling</i>							
		Structures							
		Resources							
6	Socialising	1. <i>Inviting others out to eat</i> 2. <i>Asking for food and drinks</i> 3. <i>Ordering for self and others</i> 4. <i>Talking about hobbies and interests</i> 5. <i>Expressing likes and dislikes</i> 6. <i>Organising free time</i>							
		Structures							
		Resources							
Changes to programme									
Indicative structures covered: Trainer to tick as appropriate									
Indicative structures:									
numbers and alphabet		(contracted) prepositions							
nouns		conjunctions							
gender		interrogatives							
plural endings		negatives							
definite;indefinite articles		some reflexives							
partitive article		imperative							
subject pronouns		conditionals necessary for polite requests							
adjectival agreement		present perfect tense							

adverbs		some combined pronouns	
present indicative tense		demonstratives	
regular verbs, modals		possessives	
key irregulars		further prepositions	
irregulars		simple comparatives	
gerund			
direct object pronouns;		conjunctions,	
impersonal verbs			

--	--

<p>Learning style:</p>	<p>Changes to learning style</p>
<p>Learner's aims and intended outcomes:</p>	<p>Changes to learner's aims and outcomes</p>

Trainer's comments

Trainer's recommendations