



Training Programme Scheme of Work & Progress Review

Trainer Learner		Programme Indicative content open to amendment and discussion at any stage	Achieved comfortably	Achieved	Working towards	Not met	See comments
	Topic	Intended Outcomes					
1		<p>fluentintuition aims and intended outcomes:</p> <ul style="list-style-type: none"> • To assist ----- to reacquire, consolidate and extend existing language skills and knowledge, and increase confidence in his own ability to cope culturally and linguistically in social and work situations. • To consolidate and extend Brian’s existing speaking and listening skills to enable him to enter unprepared into conversation on everyday topics that are familiar or of personal interest, with confidence. • To learn key basic to intermediate level structures of the language, to practise and develop accuracy in the conjugation of verb forms and use of tenses. • To work towards CEFR speaking and listening skills level B1 as detailed below: Skills consolidation and extension (B1) 					

Listening

Show understanding of:

- Straightforward factual information about everyday, social and work-related topics, identifying both general meaning, provided that speech is clear and in a familiar accent.
- Follow the gist of everyday conversation and short narratives on familiar topics when delivered in clear standard speech.
- Catch the main elements of many radio or TV news bulletins, and recorded audio material on topics of personal and professional interest delivered in relatively slow, clear standard speech.
- Understand directions, instructions and messages relating to everyday personal and work matters (e.g. travel arrangements, answering machines).
- Work out the meaning of unknown words from a familiar context.
- Understand the main points of a conversation or short presentation in clear Standard speech on matters regularly encountered at work.
- Understand general information from routine telephone calls.

Speaking

To be able to:

- Start, maintain and close simple face-to-face conversation on topics that are familiar, of personal interest or related to everyday work, with generally appropriate use of formal or informal language.
- Handle most practical tasks in everyday situations (e.g. making telephone enquiries, asking for a refund, negotiating purchase).
- Express and respond to feelings and attitudes in simple terms (e.g. surprise, happiness, sadness, interest, uncertainty, indifference).
- Agree and disagree politely, exchange and justify personal opinions simply.
- Begin to cope linguistically by putting in place coping strategies to deal with unexpected events (e.g. needing a

	<p>dentist/doctor or getting a breakdown service)</p> <ul style="list-style-type: none"> • Ask for and give practical instructions and directions. • Repeat back what is said to check if understood. <p>Proposed topic areas:</p> <ul style="list-style-type: none"> • Presentation - la famille: introducing yourself and others, talking about your family • Habitation: Talking about the home: household tasks, daily routine • Direction; les transports: Getting about, following directions, buying tickets, using public transport • Shopping – obtaining goods and services, shopping and banking • Le repas – Eating out, ordering for self and others and dealing with problems • Les loisirs: talking about hobbies like and dislike; booking activities • Making arrangements : dealing with medical needs and education • Telephone and administration skills; email writing • <i>Topic areas, grammar, schemes of work are indicative and open to discussion, negotiation and amendment in accordance with client or trainer needs /wishes.</i> 					
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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			

Learning style:	Changes to learning style
Learner's aims and intended outcomes:	Changes to learner's aims and outcomes

Trainer's comments	
Trainer's recommendations	