

# WORK UNIT 7 DIARY PLANNING

We start with  
SESSION 1:  
DIARY PLANNING

in which we learn

about

useful  
vocabulary

how to  
use

Business arrangement  
(appointments)

Business  
travel arrangements

Business  
arrangements  
on the phone

The first and second  
conditional

Unless

We continue with  
SESSION 2:  
COVERING LETTERS

in which we learn

about

how to  
use

What is a covering letter?

Passive voice

Finally, we have some interesting:  
COMMUNICATION ACTIVITIES

in which we learn

exercise

Reading

Listening

Speaking

Writing

When you are done with  
two Sessions and Communication Activities

1. Don't forget take the ONLINE FINAL EXAM and
2. Hand in the FINAL TASKS (Writing/Reading/Listening/Speaking Skills) to evaluation proces.

Good luck and welcome!