

ING_GA07. DIARY PLANNING.

SESSION 1: DIARY PLANNING.

1. How to make a business arrangement.
 1. Schedule an appointment.
 2. Rescheduling appointments.
 3. Cancelling appointments.
 4. Closing appointments.
 5. Example sentences about how to cancel and postpone an appointment.
 6. Letter templates about how to cancel or reschedule appointments.
 7. Rescheduling a Virtual Appointment.
 1. TimeTap.
 8. Test yourself.
2. How to make business travel arrangements.
 1. Test yourself.
3. How to make arrangements on the phone.
 1. Dialogues on the telephone.
 2. Test yourself.
4. Grammar: The first and second conditional.
 1. Now put it into practice.
5. Unless.
 1. Now put it into practice.

SESSION 2: COVERING LETTERS.

1. What is a covering letter?
 1. Inquiry letter.
 2. Application letter.
 3. Email application letter.
2. How to say it: passive voice.
 1. Passive voice: formal aspects.
 2. Passive voice: use.
 3. Now put it into practice (!).

COMMUNICATION ACTIVITIES.

1. Reading exercise.
2. Listening exercise.
3. Speaking exercise.
4. Writing exercise.

