

**Complementary Classes – Intermediate – ENGLISH FOR ACCOUNTANTS**

| DATA       | ORARIO |       |       | ATTIVITA'                        | Contenuto Complementary Class                                                                                                                                                                                                   |
|------------|--------|-------|-------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | Dalle  | Alle  | Saldo |                                  |                                                                                                                                                                                                                                 |
|            |        |       |       | Intermediate Market Leader       |                                                                                                                                                                                                                                 |
| 13/01/2021 | 20.00  | 20.30 | 0.5   | Presentazione del corso          |                                                                                                                                                                                                                                 |
|            | 20.30  | 21.00 | 0.5   | Presentazione del My English Lab | Metodologia e Obiettivi                                                                                                                                                                                                         |
| 20/01/2021 | 19.00  | 19.30 | 0.5   | My English Lab                   | Talk about your career plan                                                                                                                                                                                                     |
|            | 19.30  | 21.00 | 1.5   | <b>Discussion and Vocabulary</b> | Introducing yourself<br>Describing People<br>Talking about people who you work with<br>Useful language: Checking pronunciation and the correct use of the terms.                                                                |
| 27/01/2021 | 19.00  | 19.30 | 0.5   | My English Lab                   | Talk about companies                                                                                                                                                                                                            |
|            | 19.30  | 21.00 | 1.5   | <b>Listening and Reading</b>     | Correct grammar forms and sentence structure<br>Discussing successful business profiles<br>Reading a Financial Times article<br>Useful language: Checking pronunciation and the correct use of the terms.                       |
| 03/02/2021 | 19.00  | 19.30 | 0.5   | My English Lab                   | Discuss stressful situations and activities                                                                                                                                                                                     |
|            | 19.30  | 21.00 | 1.5   | <b>Language Focus Skills</b>     | Reading an article inserting the correct language necessary<br>Talking about your yourself<br>Giving detailed information<br>Dealing with problems<br>Useful language: Checking pronunciation and the correct use of the terms. |
| 10/02/2021 | 19.00  | 19.30 | 0.5   | My English Lab                   | Participating in discussions                                                                                                                                                                                                    |
|            | 19.30  | 21.00 | 1.5   | <b>Case Study</b>                | Reading comprehension and active use of domain specific terminology in context.<br>Looking for a sales assistant                                                                                                                |
| 17/02/2021 | 19.00  | 19.30 | 0.5   | My English Lab                   | Successful meetings                                                                                                                                                                                                             |
|            | 19.30  | 21.00 | 1.5   | <b>Complementary I</b>           |                                                                                                                                                                                                                                 |

|            |       |       |     |                                  |                                                                                                                          |
|------------|-------|-------|-----|----------------------------------|--------------------------------------------------------------------------------------------------------------------------|
|            |       |       |     |                                  | <b>Balance sheets and Financial Statements</b><br><b>Case Study: UK HM Revenue</b><br><b>Difficulties at work</b>        |
| 24/02/2021 | 19.00 | 19.30 | 0.5 | My English Lab                   | Talking about work and different markets                                                                                 |
|            | 19.30 | 21.00 | 1.5 | <b>Discussion and Vocabulary</b> | Looking at the international market<br>Advertising                                                                       |
| 03/03/2021 | 19.00 | 19.30 | 0.5 | My English Lab                   | Business Diary from Financial Times                                                                                      |
|            | 19.30 | 21.00 | 1.5 | <b>Listening and Reading</b>     | Comparatives and Superlatives grammar<br>Learning how to make decisions                                                  |
| 10/03/2021 | 19.00 | 19.30 | 0.5 | My English Lab                   | Reviewing and analyzing and interview                                                                                    |
|            | 19.30 | 21.00 | 1.5 | <b>Language Focus Skills</b>     | Evaluating a chart<br>Determiners grammar                                                                                |
| 17/03/2021 | 19.00 | 19.30 | 0.5 | My English Lab                   | Going into detail with an international company                                                                          |
|            | 19.30 | 21.00 | 1.5 | <b>Case Study</b>                | Building an international campaign<br>Evaluating best solutions for a company<br>Write email                             |
| 24/03/2021 | 19.00 | 19.30 | 0.5 | My English Lab                   | Terminology for accountants                                                                                              |
|            | 19.30 | 21.00 | 1.5 | <b>Complementary II</b>          | Clarifying and consolidating new or unfamiliar vocabulary by introducing, describing and practicing specific terminology |
| 31/03/2021 | 19.00 | 19.30 | 0.5 | My English Lab                   | Talk about problems at work                                                                                              |
|            | 19.30 | 21.00 | 1.5 | <b>Discussion and Vocabulary</b> | Describing companies<br>Creating a profile for your company                                                              |
| 07/04/2021 | 19.00 | 19.30 | 0.5 | My English Lab                   | Leadership                                                                                                               |
|            | 19.30 | 21.00 | 1.5 | <b>Listening and Reading</b>     | Grammar to express specific actions<br>Looking at new markets                                                            |
| 14/04/2021 | 19.00 | 19.30 | 0.5 | My English Lab                   | Completing a job advert                                                                                                  |
|            | 19.30 | 21.00 | 1.5 | <b>Language Focus Skills</b>     | Role-play about your company<br>Presentation                                                                             |

|            |       |       |     |                           |                                                                                                        |
|------------|-------|-------|-----|---------------------------|--------------------------------------------------------------------------------------------------------|
| 21/04/2021 | 19.00 | 19.30 | 0.5 | My English Lab            | Giving presentation                                                                                    |
|            | 19.30 | 21.00 | 1.5 | <b>Case Study</b>         | Expressing who you are and the role you have in your industry<br>Writing emails                        |
| 28/04/2020 | 19.00 | 19.30 | 0.5 | My English Lab            | Talking about money                                                                                    |
|            | 19.30 | 21.00 | 1.5 | <b>Complementary III</b>  | Consolidation of newly acquired vocabulary: balance sheets, tax invoice through practical application. |
|            |       |       |     | <b>VALUTAZIONE FINALE</b> | <b>Valutazione finale con prova pratica</b>                                                            |

