# English for Human Resources
## Sample Timetable

THE LONDON
SCHOOL OF
ENGLISH
SINCE 1912

NB This is a sample based on B1 level. The precise content will be finalised following a detailed needs analysis. For example, greater focus can be given to other topic areas outlined in the pre-course information such as pronunciation, once common priorities have been agreed and realistic objectives set among participants.

|  | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| 09.00 - 10.30 | **Induction** Introduction to the school and to the facilities<br><br>**Introduction to the course** Personal interviews | **Vocabulary Development** Training & development | **Employment Law** Visit to Employment Tribunal | **Pronunciation and Listening** Change management | **Vocabulary Development** Review of the week |
| 11.00 - 12.30 | **Learning & Feedback** Language feedback<br><br>**Vocabulary Development** Organisation structure | **Communication Skills** Appraisals | **Employment Law** Visit to Employment Tribunal | **Communication Skills** Simulation/meeting | **Communication Skills** Talent management |
| 13.45 - 15.15 | **Communication Skills** Company organisation and structure<br><br>Simulations/case study | **Pronunciation & Listening** Visiting Speaker:<br><br>Cultural awareness and the HR function | **Vocabulary Development** Recruitment and interviewing<br><br>**Presenting** Presenting language | **Telephoning** Language of telephoning<br><br>**Interviewing and Feedback** Interview preparation | **Presenting** Presentations |
| 15.30 - 17.00 | **Mini Presentations** Company organisation<br><br>**Social English** Networking | **Vocabulary Development** Employment law | **Writing** Email language | **Interview and Feedback** Interviewing practice<br><br>**Learning and Feedback** Interview feedback | **Presenting** Presentations<br><br>**Learning & Feedback** Presentation feedback |
| Homework | **Vocabulary developement** Training, development & appraisal | **Vocabulary Development** Recruitment and selection | **Interviewing and feedback** Prepare for interviews | **Presenting:** Prepare presentation | **Learning & Feedback** Review |