

English Language 1		عدد الساعات		20	ساعة
المحور	المواضيع	الزمن	الأدوات أو الأساليب المستخدمة	نمط التدريب	التقييم
Unit 1 : New Faces:	Part A: Introducing yourself	15	Lecture	متزامن	
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
<ul style="list-style-type: none"> Practice introducing themselves Introducing other people Read and understand business cards Identify social titles to address other 	Part B: Introducing other people	15	Lecture		
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
Unit 2 : Around the Office:	Part A: In the office	15	Lecture	متزامن	
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
<ul style="list-style-type: none"> Talk about things in the office Identify office objects Describe office objects function Use prepositions to describe location 	Part B: Workplaces and Location	15	Lecture		
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
Unit 3 : Products and Services:	Part A: Describing Products and Services	15	Lecture	متزامن	Review 01
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
<ul style="list-style-type: none"> Listen to people describing products and services Describe products and services Write short guided sentences using 	Part B: Comparing Products and Services	15	Lecture		
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
Unit 4 : Time Zones:					
<ul style="list-style-type: none"> Ask questions about time Compare the time in three different 	Part A: Telling the	15	Lecture		
		15	Brainstorming		

places through using written questions	Time	15	Dialogue Method	متزامن	
• Read a very short text about culture		15	Practice together		
• Read an e-mail about a business person visiting another company	Part B: Planning Schedules	15	Lecture		
• Plan a schedule for that business person		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
Unit 5 : On the Phone:				متزامن	
• Listen to different phone calls and identify the caller of each call	Part A: Answering the Phone	15	Lecture		
• Role play some phone calls available in the book		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
• Listen to telephone conversations and complete a relative form	Part B: Calling for Information	15	Lecture		
• Take different turns in phone calls		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
Unit 6 : Placing an Order:				متزامن	Review 02
• Talk about different ways of ordering things on personal level, and identify good and bad points for each way	Part A: Ordering what you Need	15	Lecture		
• Listen to text related to buying and selling products		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
• Listen and fill in missing information	Part B: Dealing with problems	15	Lecture		
• Role play ordering and taking orders over the phone		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
Unit 7 : Making a Reservation:				متزامن	
• Brainstorm some questions that a hotel receptionist could ask customers about	Part A: Making a Booking:	15	Lecture		
• Arrange mixed words to make		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
• Look at pictures and fill in the blanks	Part B: Choosing a Service	15	Lecture		
• Role play a customer/agent in rent-a-car agency in the UK		15	Brainstorming		
		15	Dialogue Method		

• Learn some cultural differences in		15	Practice together		
Unit 8 : Getting Around:					
• Read an e-mail including directions for the company's location	Part A: Getting around Town:	15	Lecture	متزامن	Review 03
• Fill in the gaps of a conversation exercise		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
• Listen to a conversation and fill in the gaps	Part B:Arriving for an Appointment	15	Lecture		
• Read two mixed up conversations, rearrange their order, and role play them		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
Unit 9 : About the Company:					
• Use the past tense to talk about company history	Part A: Taking about a company's history:	15	Lecture	متزامن	
• Order information according to importance		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
• Practice taking notes	Part B : Reporting on company changes	15	Lecture		
• Use notes to talk about a company		15	Brainstorming		
• Use the present perfect when there is no past reference		15	Dialogue Method		
		15	Practice together		
Unit 10 : Routines:					
• Associate verbs with pictures	Part A:Routines and past evens:	15	Lecture	متزامن	Review 04
• Guess action from picture		15	Brainstorming		
• Use present continues to describe pictures		15	Dialogue Method		
		15	Practice together		
• Order pictures according to story	Part B : Comparing routines	15	Lecture		
• Use adverbs of frequency		15	Brainstorming		
• Ask questions with how often		15	Dialogue Method		
• Use but to compare two things		15	Practice together		