

English Language 2		عدد الساعات		22	ساعة
Instructional Objectives	Contents	الزمن	الأدوات او الأساليب المستخدمة	نمط التدريب	التقييم
Unit 11 : Small Talk:	Part A: Breaking the Ice	15	Lecture	متزامن	
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
<ul style="list-style-type: none"> • Use greeting phrases in informal social chats when meeting for first time • Identify topics from listening • Learn small talks etiquette • Listen and identify good small talks • Give "answer plus" to questions • Tell the time • Write a reply to letters 	Part B: Keeping a conversation going	15	Lecture		
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
		15	Lecture		
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
Unit 12 : Getting Personal:	Part A: Taking about your career	15	Lecture	متزامن	
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
<ul style="list-style-type: none"> • Practice talking about careers • Identify career from listening • Associates dates with career • Use preposition of time talk about career 	Part B: taking about your experiences	15	Lecture		
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
Unit 13 : Entertaining	Part A: Recommending	15	Lecture	متزامن	Review 01
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
<ul style="list-style-type: none"> • Learn different ways of recommending food in a restaurant, and how to respond to recommendations 	Part B: Inviting and responding	15	Lecture		
		15	Brainstorming		
		15	Dialogue Method		

• Take notes from a listening conversation		15	Practice together		
Unit 14 : Getting Help :					
• Listen to someone giving instructions, rearrange them, and fill in the missing verbs • Use sequencing adverbs to make the instructions easier to follow • Use the imperative to explain how to do things (positive & negative imperatives) • Practice giving instructions for making a business card • Match problems to advice • Read about employees and correct the mistakes • Practice giving advice to various problems • Listen to a text about problems, and fill in the	Part A: Giving instructions	15	Lecture	متزامن	
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
	Part B: Talking about problems	15	Lecture		
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
	Part C: Giving advice	15	Lecture		
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
Unit 15 : Working Together :					
• Learn how to make polite requests • Learn how to respond to requests • Practice making requests and giving responses • Write an email asking for a company brochure and information on health insurance • Read descriptions of different types of meetings • Match verbs to nouns to make different ways of making a product	Part A: Making requests	15	Lecture	متزامن	Review 02
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
	Part B: Making suggestions	15	Lecture		
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
Gareth Knight, Mark Oneil, Bernie Hayden, (2008) Business Goals 2					
Unit 1 : Greeting Visitors:	Part A: Greeting visitors to your country	15	Lecture	متزامن	
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
• Listen and identify topics in a conversation • Greet visitors with "can I help you" • Identify speakers in a conversation	Part B: Greeting visitors to your office	15	Lecture		
		15	Brainstorming		
		15	Dialogue Method		

• Practice meeting visitors at the airport		15	Practice together		
Unit 2 : Companies:	Part A: Describing companies	15	Lecture		
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
<ul style="list-style-type: none"> • Label diagrams from texts • Use correct part of speech • Vocabulary: business terms, accountancy, law, insurance...etc 	Part B: Company profiles	15	Lecture		
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
Unit 3 : Occupation:	Part A: Describing your job	15	Lecture		
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
<ul style="list-style-type: none"> • Answer questions about jobs • Use words to complete tables • Identify people after listening to their place of work or responsibility 	Part B: Talking about your ability	15	Lecture		
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
Unit 4 : Products:				متزامن	
<ul style="list-style-type: none"> • Discuss the names and problems of different kinds of equipment • Vocabulary: Identify adjectives and their opposites • Grammar: too and enough • Identify office needs of equipment • Recognize the difference between features and benefits 	Part A: Talking about office equipment	15	Lecture		
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
	Part B: Talking about features and benefits	15	Lecture		
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		
Unit 5 : Comparing Services:				متزامن	Review 04
<ul style="list-style-type: none"> • Vocabulary: come up with the right adjective from a noun: convenience-convenient, etc. • Identify the right service(s) for a job • Use adverb to add meaning to adjectives 	Part A: Business services	15	Lecture		
		15	Brainstorming		
		15	Dialogue Method		
		15	Practice together		

- Identify the right venue for a presentation, conference, etc.
- Take notes from a listening conversation about advantages and disadvantages

Part B: Expressing your opinion	15	Lecture		
	15	Brainstorming		
	15	Dialogue Method		
	15	Practice together		