



English for business meetings

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Problematic situation

- ❖ Students get overwhelmed with the amount of information provided in business meetings.
- ❖ Poor performance in meetings due to the lack of linguistic strategies.
- ❖ Students are not able to draw up agendas, chair meetings and take minutes.



English for business meetings

Objective:

- ❖ Develop communication skills in business meetings.



English for business meetings

On line course intended to:

- ❖ Upper intermediate/advanced students who work in the business field.

Platform & tools

- ❖ Moodle
- ❖ Google meet
- ❖ You tube
- ❖ Telegram





Structure

Weeks	Topic
Week 0	Entry –test (video-conference)
Week 1- 4	Self –study guides
Week 2	Topic 1 Planing a meeting
Week 3	Topic 2 Trends and graphs
Week 4	Topic 3. In the meeting
Week 5	Recovery week
Semana 6	Final evaluation (face to face)

Evaluation



Weeks	Units	Activities	Points
1.	1. Planing a meeting.	Discussion (forum) self-assessment Writing task Chat	30 35 35
Subtotal			100
2.	2 Trends and graphs.	Self- assessment Writing task	50 50
Subtotal			100
3.	3. In the meeting.	Self -assesment Writing task Problem-solving (forum)	40 30 30
Subtotal			100
4.		Recovery-week	
5.	Final evaluation	Simulation (face to face)	100
			Average of subtotals (0-5 scale)



Thank You !

