



Date	Course content	Source
Day 1	Orientation	Instructor's Handouts
Day 2	Asking Questions Spelling 1	Instructor's Handouts
Day 3	Daily Work Routines Scheduling and Covering Spelling 2	Instructor's Handouts
Day 4	Describing Your Job Spelling 3	Instructor's Handouts
Day 5	Describing People at Work Spelling 4	Instructor's Handouts
Day 6	What's Happening Today Spelling 5	Instructor's Handouts
Day 7	Plans for Tomorrow Spelling 6	Instructor's Handouts
Day 8	Talking About the Weekend Spelling 7	Instructor's Handouts
Day 9	Telephone Skills Handling phone calls and leaving messages. Spelling 8	Instructor's Handouts
Day 10	End of the Workday Spelling 9	Instructor's Handouts
Day 11	Review	Instructor's Handouts
Day 12	Midterm Exam	Instructor's Handouts



Day 13	Tasks Completed Spelling 10	Instructor's Handouts
Day 14	A Difficult Task Spelling 11	Instructor's Handouts
Day 15	Workplace Problems Spelling 12	Instructor's Handouts
Day 16	Asking for Help Spelling 13	Instructor's Handouts
Day 17	Giving Instructions Spelling 14	Instructor's Handouts
Day 18	Job Interviews Spelling 15	Instructor's Handouts
Day 19	Review	Instructor's Handouts
Day 20	Final Exam	Instructor's Handouts