

TIME	Monday 21 February	Tuesday 22 February	Wednesday 23 February	Thursday 24 February	Friday 25 February
	Test and needs analysis completion. Objective - A level test is given for tutors to gauge level. Needs analysis address individuals' needs.	Speaking about attributes trade unionists must/should/have to have Objective - Participants give their own opinions about the topic. Introduce the grammar (modals verbs in context.) This also gives the opportunity to communicate in the Target language	Where do you stand? Giving Opinions/Agreeing, Disagreeing etc.: Objective – Reinforce the vocabulary and Introduce the language used when agreeing/disagreeing. Elicit the forms in context. Activity which is done individually to activate what has been taught and facilitate different intelligences.	Presentation 1 Objective - Participants present individually to develop presentation skills. Participants formulate questions accordingly to revise and produce the grammar, lexis practised.	Finding a fair compromise/Win-Win Negotiation. Objective - Language used at meetings when negotiating. Reading and discussing, giving their point of view in groups
	Ice breaker/ Warmer Objective - Finding someone who/ asking questions. The activity aids participants to feel at ease. And get to know each other using the target language.	Vocabulary commonly used in the industry Objective – Elicit vocabulary in context when possible. Pre teach vocabulary they will need for the following activity. Elicit from participants.	Mingling activity Objective – Develop the ability and learn different ways to agree/disagree using the appropriate intonation. Reporting back to the class what the others disagree/agree on. Builds confidence when speaking to a group.	PRESENTATION 2 Objective- Participants present individually to develop presentation skills. Participants formulate questions accordingly to revise and produce the grammar, lexis practised.	Finding a fair compromise/Win-Win Negotiation. Part 2 Activity, Participants are given headings example Language for meetings, asking someone to answer, interrupting and commenting, Clarifying etc; choose which heading these phrases go under.
	Workers of the world unite. Reading Objective - Participants discuss and give opinions about the topic in context. Understanding a Reading a text and answering a comprehension regarding the topic. Introducing new	Introduction the use of particular structures used when writing Objective - The focus is on Vocabulary and particular structures used with both formal writing and speaking (speculating, deducing ect;)	Fairtrade discussion Objective – Pre-teach vocabulary activity matching definitions. Reading a text and answer questions. Post-reading activity "How can we act fairly with our spending? Participants discuss with a partner.	Effective writing skills Objective – To differentiate the different writing styles used. Comparing formal and informal techniques. Writing proposals and formal emails. Focus on identifying a range of lexis used when writing emails and proposals.	Role play meeting and Negotiation FEEDBACK/OPEN DISCUSSION Objective – To put into practice the language in context.

	vocabulary related to the topic	Producing a short piece of writing.	Understanding a text developing vocabulary.		
	<p>Objective – Post Reading activity... Creating a document stating the rights and regulations for workers. Reinforcing key language practiced. To communicate in the target language.</p>	<p>Where do you stand? What are human rights? Discuss Objective – Introduce the topic. What are human rights. Elicit vocabulary. Reading discuss in pairs. Report to the class and discuss.</p>	<p>Preparing a Presentation Watch a short clip about fair trade each has a different clip. Giving a presentation about the clip they have been assigned. Tutor monitors giving feedback where needed. This will be presented the next day to give time to prepare, reflect while checking writing.</p>	<p>Effective writing skills Objective – participants are given tasks /controlled practice/ gap fills etc.; Participants write an email or a proposal choosing a topic/title from a list given by the tutor. This activity will aid in developing writing skills.</p>	<p>REFLECTIONS & THE WAY FORWARD. Discussion</p>

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