

Straightforward English Speaking

day 1

Fluency

- Introduction and presentation of seminar objectives
- Personal and professional information exchange
- Questions and answers
- Formal or informal?
- Getting the message across: listening and responding
- Pronunciation and intonation
- Expressing opinions, agreement and disagreement

day 2

Vocabulary input and practice

Meetings

- Aims and objectives
- Agenda and minutes
- Managing the discussion
- Openings and endings
- Interrupting, suggesting, agreeing, disagreeing
- Specific situations and needs

Presentations

- Aims and objectives – defining the audience
- Opening/closing
- Organizing information / signposting
- Getting the message across
- Specific situations and needs