**16 week cycle**

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| **Course book****Market Leader Advanced Edition 3** | Supplementary materialsHandoutsWorksheetAuthentic materials – reports, company profiles, Business people profilesBusiness gamesUpper-Intermediate and Advanced Market Leader |

**Assessment/evaluation** Class participation, presentation grade, project grade, tests, overall language development

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| **Week****1 + 2** | **Topic** | **Grammar** | **Function** | **Presentations schedule** | **Exam Preparation** | **Assessment and Evaluation** |
| **Business Basics**Company profiles | Relative clauses | Describing businessesIdentifying basic vocab.**Key activities:**(i) Describing successful company profiles(ii) Finding solutions to common problems(iii)Describing things that happen to companies | **Example presentation:**The rise of Apple |  | 1 x quiz1 x written 1 x role playassignmentClass participation |
| **RESOURCES REFERENCE:****Market Leader:** Upper- Intermediate Carlos Slim profile**Business communication games**: The snowball definition game, A company profile**ICE Files:** Phrasal verbs |

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| **Week****3 + 4** | **Topic** | **Grammar** | **Function** | **Presentations schedule** | **Exam Preparation** | **Assessment and Evaluation** |
| **Marketing and Selling** | Conditionals | Pitching to investors**Key activities:**(i)Designing and marketing a cosmetic product(ii)Identifying and correcting marketing problems | **Example presentation:**The Digital AgeMarketing mistakes | **Listening:** BEC Test 2 | 1 x quiz1 x written 1 x role playassignmentClass participation |
| **RESOURCES REFERENCE:****Market Leader:** Unit 4 - Marketing, Unit 10 - Online business**YouTube:** Marketing mess-ups, The Apprentice  |
| **Week 5-6** | **Topic** | **Grammar** | **Function** | **Presentations schedule** | **Exam Preparation** | **Assessment and Evaluation** |
| **Products**DesignBrands | Relative clauses | Designing and talking about products**Key activities:**(i) Discussing the various benefits of different products(ii)Deciding how different products fit into target markets | **Example presentation:**The invention of Dyson | Writing-Short report-BEC Higher Test 1 | 1 x quiz1 x written 1 x role playassignmentClass participation |
| **RESOURCES REFERENCE:****YouTube:** Doomed designs**Business Communication Games:** What’s your product? |  |  |  |  |

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| **Week****7-8** | **Topic** | **Grammar** | **Function** | **Presentations schedule** | **Exam Preparation** | **Assessment and Evaluation** |
| **Project Management**Consultancy |  | Meetings and decisions**Key activities:**(i)Stating and describing problems and their solutions(ii)Designing a project | **Example presentation:**The history of the Gantt chart | Listening-BEC Higher Test 1 | 1 x quiz1 x written 1 x role playassignmentClass participation |
| **RESOURCES REFERENCES:****Market Leader:** Unit 12 |  |  |  |  |
| **Week** **9-10** | **Topic** | **Grammar** | **Function** | **Presentations schedule** | **Exam Preparation** | **Assessment and Evaluation** |  |
| **Human Resources**RecruitmentTrainingCustomer Services | Indirect questionsModal verbs | InterviewsCover Letters**Key activities:**(i)Making/responding to complaints(ii)Writing a letter to a recruitment agency | **Example presentation:**The value of IT skills | Listening BEC Test 1 Part 3Reading BEC Test 2 Part 1Writing BEC Test 3Letter writing | 1 x quiz1 x written 1 x role playassignmentClass participation |  |
| **RESOURCES REFERENCES:****Market Leader:** Unit 2 - Training |  |  |  |  |

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| **Week 11-12** | **Topic** | **Grammar** | **Function** | **Presentations schedule** | **Exam Preparation** | **Assessment and Evaluation** |
| **Employment Trends**Job conditions | Comparatives and Superlatives | Describing numbers/graphs**Key activities:**(i) Appraisals(ii) Describing global trends | **Example presentations:**The effect of globalisation on work |  | 1 x quiz1 x written 1 x role playassignmentClass participation |
| **RESOURCES REFERENCE:****ICE files:** Work Conditions**Business Communication Games:** Bar Graph Bingo |  |  |  |  |  |
| **Week 13-14** | **Topic** | **Grammar** | **Function** | **Presentations schedule** | **Exam Preparation** | **Assessment and Evaluation** |
| **Ethics**SustainabilityImpact on Stakeholders |  | Phone calls**Key activities:**(i) Discussing sustainability and the impact on stakeholders(ii) The role of renewable energy | **Example presentation:**The changing face of customer attitudes | Speaking BECTest 3 part 2Corporate Culture | 1 x quiz1 x written 1 x role playassignmentClass participation |
| RESOURCES REFERENCE:**Market Leader:** Ethics - Unit 6 |

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| **Week 15-16** | **Topic** | **Grammar** | **Function** | **Presentations schedule** | **Exam Preparation** | **Assessment and Evaluation** |
| **Finance** | Conditionals | Negotiating**Key activities:**(i) Discussing the outcomes of choices in a survival setting(ii) Vocabulary about personal and corporate finance | **Example presentation:**A day in the life of a hedge fund manager | Listening BEC Test 2 | 1 x quiz1 x written 1 x role playassignmentClass participation |
| RESOURCES REFERENCE:**Teamwork:** Survivor**YouTube:** Dragons Den |  |  |  |  |  |