# *Easy Business curriculum*

*2022 wk1-24*

| | | Topic | Lesson |
|---|---|---|---|
| April | wk1 | Office Etiquette | First day |
| | wk2 | | Appropriate Behavior |
| | wk3 | Meetings | Etiquette |
| | wk4 | Presentations | Language and introduction |
| May | wk5 | | Q&A section |
| | wk6 | Meetings | Facilitating |
| | wk7 | Telephone etiquette | Internal vs. external |
| | wk8 | | Availability |
| June | wk9 | | Orders and confirmations |
| | wk10 | Emails | The body of the email |
| | wk11 | | Complaints |
| | wk12 | | Scheduling/Problems |
| July | wk13 | Business trips | Describing travel information |
| | wk14 | | Changing situations |
| | wk15 | Introductions | People and companies |
| | wk16 | | Roles and duties |
| August | wk17 | | Small talk |
| | wk18 | Meeting & Discussions | Opinions |
| | wk19 | | Agreeing and disagreeing |
| | wk20 | | Checking and confirming information |
| September | wk21 | Human Resources (HR) | Skills and characteristics |
| | wk22 | | Interviews |
| | wk23 | | Assigning responsibilities |
| | wk24 | Cultural differences | Comparing company cultures |