

# *Easy Business curriculum*

2024 wk25 - 2025 wk48

		Topic	Lesson
October	wk25	Cultural differences	Western business manners
	wk26	Marketing Skills	Product descriptions
	wk27		Poor language and editing
	wk28		Slogans and taglines
November	wk29	Describing graphs	Line graphs and vocab
	wk30		Pie charts and vocab
	wk31	Receiving a visitor	Language and small talk
	wk32		Office vocab and directions
December	wk33	Meetings	Involvement in meetings
	wk34		Topic/article and vocab
	wk35	Stress	Dealing with work stress
	wk36	Discussion	Rules and regulations
January	wk37	Deadlines	Useful language
	wk38	Work plan	Describing goals
	wk39	Management styles	Autocratic, Consultative, and Persuasive
	wk40		Democratic, Chaotic, and Laissez-faire
February	wk41	Business plans	How to write a business plan
	wk42	Business Etiquette	Business Attire
	wk43	Talking to clients	Keeping in touch and socializing
	wk44	Compliments and criticism	Giving and accepting constructive criticism
March	wk45	Compliments and criticism	Giving feedback in the workplace
	wk46	English-only companies	Discussing and brainstorming
	wk47	Management skills	Useful vocabulary and strategies
	wk48		Implementing management decisions