

Syllabus

1- Introduction to Management

2- Human Recourses overview ;

- **Vocabulary Employing the right people**
- **Reading women at work**
- **Listing finding a job**
- **Language review ing forms and infinitives**
- **Skills getting information on the telephone**
- **Case study : fast fitness**

3- Work and leisure ; “if you like what you do, it’s not work “

- **Overview vocabulary 1 ; days , months , dates**
- **Reading describing your routine**
- **Language focus ; present simple**
- **Vocabulary 2 : leisure activities**
- **Language focus 2: adverbs and expressions of frequency**
- **Skills talking about work and leisure**
- **Case study; Hudson design inc .**

4-Glossary