

Timetable	30-hour course
09:00-09:25	Warm-up activities and review
09:25-10:40	Focus on English presentation skills
10:40-11:00	Coffee time
11:00-11:50	Pronunciation skills
11.50-12.40	Holding a meeting - role play
12:40-13:40	Lunch
13:40-14:30	Business vocabulary
14:30-15:20	Current affairs discussion
15:20-18:00	Individual study time or excursion
18:00-19:30	Dinner