AI English: Remote Work and Virtual Training Sessions

Sku: PC392

Horas: 30

OBJETIVOS

This course looks at the ever-growing trend of remote work, be it working from home or from any other location outside your office. There is an introduction to some of the most popular time management theories such as the Pareto Principle (or the 80-20 rule), the Eisenhower Matrix and SWOT analysis with explanations about what they are as wel as suggestions about how to apply them to our own working routines. The topics are dealt with through listening and reading activities which incorporate the language necessary to ask for and give advice, recognise common verb-noun colocations, talk about technology and to discuss time management. The grammar points covered range from conditionals, relative pronouns to modal verbs for advice, as wel as the structures and tenses natura ly occurring in the reading and listening texts. Folowing on from remote work, the course goes on to look at the factors to take into account when giving virtual training sessions from planning the session or programme to giving the training course. Lessons include reading texts with gaps and comprehension questions as wel as listening exercises. The course includes a review of the vocabulary and content to recycle and reinforce the language covered. There are speaking and writing assignments as wel as role-plays covering some of the topics explored in the course, providing an opportunity for free practice.

CONTENIDOS

Planning Your Time

Vocabulary & Grammar Focus

- Vocabulary: Time management, common collocations

- Functions: Asking for and giving advice

- Grammar: Conditionals, relative pronouns, passive voice

Lessons & Assignments

- Personal Time Management
  Practice vocabulary with listening and reading exercises.

- Writing Assignment: Time Management Survey
  Writing task based on the first part of the unit.

- Speaking Assignment: Personal Time Management
  Speaking task based on the first part of the unit.

- Pareto Principle (80/20 Rule)
  Vocabulary and reading comprehension with a gapped text exercise.

- The Eisenhower Matrix
  Vocabulary and skills: listening dictation, reading comprehension, gapped text.

- Grammar: Global Revision

- SWOT Analysis
  Vocabulary and skills: listening gap-fill, reading comprehension, note-taking.

- Writing Assignment: Article
  Write a short article about personal time management strategies.

- Speaking Assignment: Time Management
  Record answers to questions about time management.

- Pronunciation Assignment: Time Management
  Record reading a short text on time management.

- Role-play: Personal Time Management
  Speaking practice on the topic.

Working from Home / Telecommuting

Vocabulary & Skills

- Vocabulary: web camera, commuting, self-discipline, telepresence, teleworking, database, paper-free

- Giving personal opinion: phrases like "In my opinion," "Some people aren't aware that…," "It has to be said…"

Lessons & Assignments

- Discussing Advantages and Disadvantages of Working from Home

- Writing Assignment: Opinion Essay
  Write about working from home.

- Speaking Assignment: Compare and Contrast
  Speaking task on pros and cons of working from home.

- Reading: Working from Home Vocabulary and Skills
  Reading for gist and word formation.

- Dealing with Distractions
  Vocabulary, asking/giving advice, reading (gapped sentences), listening (order words).

- Writing Assignment: Email
  Write a formal email to ask to work from home.

- Speaking Assignment: Advice
  Record advice for people working from home.

- Pronunciation Assignment: Advice
  Record reading a short text about giving advice.

- Role-play: Working from Home
  Speaking practice on the topic.

Virtual Training & Presentations

Vocabulary & Skills

- Vocabulary: technology, training, oral presentations, antonyms

- Functions: oral presentations, useful expressions

Lessons & Assignments

- Preparing for the Training Programme
  Reading for gist, gapped text exercises.

- Writing Assignment: Essay
  Based on preparing for training.

- Speaking Assignment: Welcome Speech
  Practice delivering a welcome speech.

- Running the Training Session
  Vocabulary and listening practice.

- Virtual Presentations: Useful Expressions
  Listening dictation, ordering words, proofreading.

- Writing Assignment: Guidelines
  Write guidelines on running effective online training sessions.

- Speaking Assignment: Virtual Training Sessions
  Record answers about virtual training sessions.

- Pronunciation Assignment: Expressions
  Read aloud useful expressions for online training sessions.

- Role-play: Virtual Training & Presentations
  Speaking practice on virtual training and presentations.

Revision

- Personal Time Management: Vocabulary, phrasal verbs, reading

- Dealing with Distractions: Vocabulary, advice, reading

- Working from Home: Vocabulary, listening, presentations

- Telecommuting: Vocabulary, listening

- Preparing for the Training Programme: Vocabulary, reading

- Running the Training Session: Vocabulary, listening

- Virtual Presentations: Vocabulary, listening, presentations

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Role-plays

- Remote Work - Boss
  Practice giving reasons and discussing options for working from home.

- Remote Work - Employee
  Practice giving reasons and discussing options for working from home.

- Virtual Training Sessions
  Practice discussing equipment, issues, and running virtual training.

- Virtual Training Sessions - Vocabulary Quiz
  Quiz on common words and expressions used in virtual training.

Final Test

- Series of questions testing vocabulary and topics covered in this module.