

ES NordPlus Adult project
Innovative Vocational Foreign Language Teaching - a Key to Adult
Learning Motivation
Project ID:NPAD-2015/10009

Third project meeting
Kedainiai Vocational Educational Training Centre
Šėtos str. 105, Kėdainiai, Lithuania
December 6 – 9, 2016

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3 Modules:

“Business: General Background”

“Business Etiquette”

“Intercultural Dimension Within Business
Communication ”

AIM: The module ***Business: General Background*** is aimed as the support material to deepen students' understanding and practise the fundamentals of effective business communication through English. The module will provide educators and students with background information along with practical activities to be introduced during the classes and used as home assignments.

Business vocabulary:

Function_Collolocations_Translation_

Examples

e.g. Verbs with *business* as an object:
conduct, run, mind, etc.

Communication in different modes: (e.g. Oral, written)

e.g. Elevator speech (scaffold – framework)

My business card

My business identity

My strengths/I am good at..

Business Etiquette

The module *Business Etiquette* is aimed as the support material on effective communication in different social contexts. The module will provide educators and students with background information along with practical activities to be introduced during the classes and used as home assignments.

Standard/Code of Practice (MY OWN – Motto, what/how/why)

Understanding business etiquette
Organisational Culture
Knowledge and appreciation of courtesy
and good manners at
work/class/home/community

The module “Intercultural Dimension Within Business Communication ” is aimed as the support material on raising awareness of the importance of intercultural dimension within business communication. The module will provide educators and students with background information along with practical activities to be introduced during the classes and used as home assignments.

Living in a global world:
My experience
Me and the world around me
Observation journal

How should it look like?

Workbook

Personal Learning Portfolio

- Make it personally meaningful!

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