



příloha č.5 dohody č.:				POVEZ II (CZ.03.1.52/0.0/0.0/15_021/0000 053)		Vzdělávací zařízení:	Sluně - svět jazyků, s.r.o.
<b>Plán výuky</b>						Jména lektorů:	Iva Havránková
Zaměstnavatel:		SERVIND s.r.o.		IČO:	48024546		
Název vzdělávací aktivity:		<b>Angličtina pro administrativu a obchod - mírně pokročilý / A2</b>		skupina		Místo výuky:	Ke Kopanině 488, 252 67, Tuchoměřice
PČ	Datum	Počet vyučovacích hodin	Od - do	probíraná témata			
1	06.09.2022	2	10:40 - 12:10	Intro Lesson; Introduction of different topic, Administration, providing the resources and material for the lectures.			
2	13.09.2022	2	10:40 - 12:10	Business administration - intro. Vocabulary, communication and grammar, scripts for calling and taking to client in English.			
3	20.09.2022	2	10:40 - 12:10	Customer service - polite disagreement with customer vocabulary communication and grammar - get and let.			
4	27.09.2022	2	10:40 - 12:10	Small Talk - useful phrases, vocabulary for a meeting, tips, communication and grammar - future tenses			
5	04.10.2022	2	10:40 - 12:10	Telephoning - useful phrases, vocabulary for a meeting, tips, communication and grammar - infinitive to, different uses			
6	11.10.2022	4	9:00 - 12:00	Emailing - useful phrases, vocabulary for emailing, communication and grammar - preposition; Sales and procurement - useful phrases, vocabulary for a meeting, tips.			
7	18.10.2022	2	10:40 - 12:10	Negotiating - useful phrases, vocabulary for the negotiation strategies, communication and grammar - tense, present perfect tense			
8	25.10.2022	2	10:40 - 12:10	Polite disagreement with client - grammar, use, use to, get used to			
9	01.11.2022	2	10:40 - 12:10	Grammar different tenses and uses - introduction, administration			
10	08.11.2022	2	10:40 - 12:10	Present Perfect vs Simple Past, vocabulary and phrases for administration			
11	15.11.2022	2	10:40 - 12:10	Grammar different, articles and prepositions, vocabulary and listening			
12	22.11.2022	2	10:40 - 12:10	Grammar different tenses and uses - administration and accounting vocabulary and listening			
13	29.11.2022	2	10:40 - 12:10	Meetings - useful phrases, vocabulary for the meeting, tips, communication and grammar - conditionals 1,2,3.			
14	06.12.2022	2	10:40 - 12:10	Grammar - worth it not worth it, listening and preparing the phone script.			
15	13.12.2022	2	10:40 - 12:10	Recapitulation, concepts phrases, vocabulary, communication and grammar.			
16	20.12.2022	2	10:40 - 12:10	Personal correspondence, emails, communication and grammar, tips, useful phrases			
17	03.01.2023	2	10:40 - 12:10	Business announcements, communication and grammar, useful phrases, vocabulary.			
18	10.01.2023	2	10:40 - 12:10	Making contacts, first contact, making and appointment, welcoming visits			
19	17.01.2023	2	10:40 - 12:10	The agenda of meeting, vocabulary and grammar, useful phrases - preposition II.			
20	24.01.2023	2	10:40 - 12:10	Keeping a meeting under control - communication, presentation, phrases.			
21	31.01.2023	2	10:40 - 12:10	Cancelling or postponing a meeting, vocabulary, grammar, - future.			
22	07.02.2023	2	10:40 - 12:10	Customer service - polite disagreement with customer vocabulary communication and grammar - get and let.			
23	14.02.2023	2	10:40 - 12:10	Grammar - modal verbs, different use of suppose to, phrasal verbs and listening.			
24	21.02.2023	2	10:40 - 12:10	Small talk II - useful phrases, vocabulary for a meeting, tips, communication and grammar.			
25	28.02.2023	2	10:40 - 12:10	Terms of payment - communication, vocabulary, grammar and tips.			
26	07.03.2023	3	9:00 - 11:15	Preparation and Recapitulation for test + Závěrečná zkouška			
27							
28							
29							
30							

Vypíšte pouze bílá pole

Datum:		jméno, příjmení, funkce a podpis oprávněné osoby		(razítko)
Vyřizuje:	Ing. Veronika Krekulová		Ing. David Bártek	
Číslo telefonu:	xxx			
Email:	xxx			