



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.
Plán výuky						Jména lektorů:	Lilja Gourieva
Zaměstnavatel:		SERVIND s.r.o.		IČO:	48024546		
Název vzdělávací aktivity:		Angličtina pro administrativu a logistiku - mírně pokročilý / A2		skupina		Místo výuky:	Ke Kopanině 488, 252 67 Tuchoměřice
PČ	Datum	Počet vyučovacích hodin	Od - do	probíraná témata			
1	09.09.2022	2	9:55 - 11:25	Intro lesson, introduction of different topic, administration, providing the resources and material for the lectures.			
2	16.09.2022	2	9:55 - 11:25	Small talk - useful phrases, vocabulary for a meeting, tips, communication and grammar - future tenses.			
3	23.09.2022	2	9:55 - 11:25	Telephoning - useful phrases, vocabulary for a meeting, tips, grammar - infinitive to, different uses.			
4	30.09.2022	4	8:15 - 11:15	Emailing - useful phrases, vocabulary for emailing, communication and grammar - preposition.; Management - vocabulary, useful phrases, grammar.			
5	07.10.2022	2	9:55 - 11:25	Meetings - useful phrases, vocabulary for the meeting, tips, grammar - conditionals 1,2,3.			
6	14.10.2022	2	9:55 - 11:25	Presentations - useful phrases, vocabulary for a meeting, tips, communication and grammar - modal verbs, different uses.			
7	21.10.2022	2	9:55 - 11:25	Grammar different tenses and uses - administration.			
8	28.10.2022	2	9:55 - 11:25	Polite disagreement with client - grammar, use, use to, get used to.			
9	04.11.2022	2	9:55 - 11:25	Grammar different tenses and uses - introduction, administration and logistics.			
10	11.11.2022	2	9:55 - 11:25	Present Perfect vs Simple past, vocabulary and phrases for administration			
11	18.11.2022	2	9:55 - 11:25	Grammar different, articles and prepositions, vocabulary and listening.			
12	25.11.2022	2	9:55 - 11:25	Grammar - worth it not worth it, listening and preparing the phone script			
13	02.12.2022	2	9:55 - 11:25	Emails and letters, introduction of a business letter or email			
14	09.12.2022	2	9:55 - 11:25	Invitations to meeting and social events, useful phrases.			
15	16.12.2022	2	9:55 - 11:25	Abbreviations and acronyms, department of a company - vocabulary and grammar.			
16	23.12.2022	2	9:55 - 11:25	Accounting and administration - vocabulary useful phrases, grammar passive voice.			
17	06.01.2023	2	9:55 - 11:25	Modal verbs, different uses of supposed.			
18	13.01.2023	2	11:30 - 13:00	Modal verbs II - different use of suppose to, phrasal verbs and listening of phone.			
19	20.01.2023	2	9:55 - 11:25	Writing - vocabulary and phrasal verbs.			
20	27.01.2023	2	9:55 - 11:25	Small talk II - useful phrases, vocabulary, recapitulation of grammar.			
21	03.02.2023	2	9:55 - 11:25	Sales and Procurement - useful phrases, vocabulary for a meeting, tips, communication and grammar - tenses, present perfect tense.			
22	10.02.2023	2	9:55 - 11:25	Webinars and textbooks, concepts phrases, vocabulary communication and grammar. Phrasal verbs.			
23	17.02.2023	2	9:55 - 11:25	Introduction to logistics, vocabulary, grammar, Complaint - problem solving, filing complaints, vocabulary and grammar.			
24	24.02.2023	2	9:55 - 11:25	Profession working in logistics, transportation, vocabulary, grammar and listening.			
25	03.03.2023	2	9:55 - 11:25	Delivery, payment, vocabulary, communication, useful phrases.			
26	10.03.2023	3	8:15 - 10:30	Preparation and Recapitulation for test + Závěrečná zkouška			
27							
28							
29							
30							

Vypište pouze bílá pole

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