

Independent Study plan

Vision: List your reasons for wanting to learn or improve your business English. Think in terms of problem and solution.

Reasons	Challenge or “pain point”	Solution or outcome
To make my business trips easier	Trouble understanding people at the airport, hotels and restaurants.	Understanding the airport check-in process and dealing with any problems. Enjoying my stay in hotels and socialising with other guests. Enjoying meals and feeling more comfortable ordering food in restaurants.

Study plan: 5-10 minutes a day ... It's really this simple: every day, do either a little listening, reading, vocabulary, grammar or writing. 5-10 minutes daily, 5 days a week. To help you plan your study and rhythm of learning, here's a guide to a comprehensive skills & learning cycle. These activities are intended to last no more than 10mins. This is a simple chart which allows you to practice different skills for listening, pronunciation, articulation rhythm or exploring grammar. The ideas use language learning material and authentic English to help you encounter "real English".

	Day 1	Day 2	Day 3	Day 4	Day 5
Week One	Listening: 6 min English	Reading Aloud (from day 1)	Business Email	Listening: Words in the news	Vocabulary consolidation from week 1
Week Two	Reading 1: full article from business press	Reading 2: Vocabulary check from D1	Listening: Words in the news	Writing: Write a dialogue using phrases for "meeting"	Reading Aloud: from D1/2
Week Three	Listening: 6 min English	Writing: continuation/ Revision of wk 2 writing	Listen and read: words in the news	Business Vocabulary	Read aloud:
Week Four	Reading 1: full article from business news	Reading 2: vocabulary check from D1	Listening: words in the news	Writing: completion from wk 2/3	Writing: completion from wk 2/3

Learners Resources

Listening:

BBC Words in the News

Short listening 30-60 seconds, with transcripts, taken from BBC news reports. This includes a good vocabulary guide.

<http://www.bbc.co.uk/worldservice/learningenglish/language/wordsinthenews/>

6 Minute English

These are longer conversation with two people talking about a topical or interesting subject. They include all the transcripts and vocabulary.

<http://www.bbc.co.uk/worldservice/learningenglish/general/sixminute/index.shtml>

Private Lives

“Private lives” is a series of 9 episodes which feature people from different regions. Here you will discover lots of phrases for describing our personal and family lives. The programmes are supported with transcripts.

http://www.bbc.co.uk/worldservice/learningenglish/webcast/tae_private_archive.shtml

Business Language to Go

This is a good site to find English phrases for the language needed at work. It includes the language for meeting, presenting, and lots more.....

http://www.bbc.co.uk/worldservice/learningenglish/general/talkaboutenglish/2009/02/090211_tae_bltg.shtml

Readings:

The Catalan News Agency

The Catalan News Agency reports and produces written and video news which is specific to Catalonia. The articles are written by experienced journalists operating around the world. The language is simple and is edited by English linguists from The University of Pompeu Fabra .

<http://www.catalannewsagency.com/>

The Guardian

The Guardian is a liberal left newspaper which has a fantastic website with 30 million readers from around the world. If you are a Barça fan, check out Sid Lowe who lives in Madrid and writes some great match reports on Barça matches.

<http://www.guardian.co.uk/>



Grammar and Vocabulary

If you google “English grammar exercises” you’ll discover hundreds of websites. Here are two to start, both of which are simple to use and to find grammar topics.

<http://www.englishgrammarsecrets.com/>

<http://www.ego4u.com/>

Online Dictionaries

www.wordreference.com

<http://www.merriam-webster.com/>