



**Chaucer College**  
**Business Language Course— Presentations and Conferencing**  
**Example Timetable 2015**

<u>Week 1</u>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07.45 - 09.00	BREAKFAST					FREE TIME OR DAY TRIP	FREE TIME OR DAY TRIP
09.00 - 10.30	Course introduction Pre-assessment	Unit 2 (a) Writing Conference Proposals	Unit 2 (b) Writing Conference Proposals	Unit 4 Writing your presentation	Presentations (1) (Recorded)		
10.30 - 11.00	MID-MORNING BREAK						
11.00 - 12.30	Orientation / Goal setting	Unit 2 (a) Writing Conference Proposals	Unit 2 (b) Writing Conference Proposals	Unit 4 Writing your presentation	Presentations (1) (Recorded)		
12.30 - 13.30	LUNCH						
13.30 - 15.00	Unit 1 Choosing your topic	Unit 3 Planning your presentation	Unit 4 Writing your presentation	Review Units 1-4 Rubric Analysis Presentation Practice	Presentations (Self-evaluation & Peer evaluation)		
15.00 - 15.30	AFTERNOON BREAK						
15.30 - 17.00	Unit 1 Choosing your topic	Unit 3 Planning your presentation	Unit 4 Writing your presentation	Review Units 1-4 Rubric Analysis Presentation Practice	Presentations (Formative Assessment)		



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<u>Week 2</u>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07.45 - 09.00	BREAKFAST					FREE TIME OR DAY TRIP	FREE TIME OR DAY TRIP
09.00 - 10.30	Unit 5: Delivering your Presentation	Unit 6 Ending your presentation	Presentation (2) (Recorded)	Presentations (3)	Unit 7: Networking		
10.30 - 11.00	MID-MORNING BREAK						
11.00 - 12.30	Unit 5: Delivering your Presentation	Unit 6 Ending your presentation	Presentation (2) (Recorded)	Presentations (3) (Summative Assessment)	Unit 7: Networking		
12.30 - 13.30	LUNCH						
13.30 - 15.00	Unit 5: Delivering your Presentation	Review Units 1-6 Rubric Analysis Presentation Practice	Presentation (2) (Self-evaluation & Peer evaluation)	Unit 7: Networking	Role-Play  Post-conference networking party		
15.00 - 15.30	AFTERNOON BREAK						
15.30 - 17.00	Unit 5: Delivering your Presentation	Review Units 1-6 Rubric Analysis Presentation Practice	Presentations (2) Review and address problems, final practice	Unit 7: Networking	Course Review & Feedback		