

* Curriculum은 강사본과 학습자 일정 및 계획에 따라 변동 될 수 있습니다.

* 주 3회 (월,수,금, 1시간씩)

Week	1 Week			2 Week			
Day	1	2	3	4	5	6	
Unit	Oritation	Chapter 1 Welcoming a Vistor	Chapter 1 Welcoming a Vistor	Chapter 2 Introduction	Chapter 2 Introduction	Chapter 3 Guidance A round the Office	
Contents	*Introduction of Instructor *First Day Introduction Activity (Introduce myself and Introduce, partner in front of classmates) *Introduction of Class, Textbook, Homework	*Ice breaking *Tips for studying English *Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions
Week	3 Week			4 Week			
Day	7	8	9	10	11	12	
Unit	Chapter 3 Guidance A round the Office	Chapter 4 Entertaining	Chapter 4 Entertaining	Chapter 5 Farewell	Chapter 5 Farewell	Evaluation	
Contents	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	1. Evaluation for 4 weeks 2. Giving the feedback about good and weak points 3. Scoring the each area of language	
Week	5 Week			6 Week			
Day	13	14	15	16	17	18	
Unit	Chapter 6 Making Calls	Chapter 6 Making Calls	Chapter 7 Taking and Leaving Messages	Chapter 7 Taking and Leaving Messages	Chapter 8 Making Appointments	Actual Practice & Feedback	
Contents	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions	*Role-play : Clients call the 'Stellar Corporation' looking for a manager, Mary Jenkins. Mary is out so clients have to leave a message with the secretary. 2. Giving the feedback about good and weak points	
Week	7 Week			8 Week			
Day	19	20	21	22	23	24	
Unit	Chapter 8 Making Appointments	Chapter 9 Making Requests	Chapter 9 Making Requests	Chapter 10 Placing Orders	Chapter 10 Placing Orders	Evaluation	
Contents	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	1. Evaluation for 4 weeks 2. Giving the feedback about good and weak points 3. Scoring the each area of language	
Week	9 Week			10 Week			
Day	25	26	27	28	29	30	
Unit	Chapter 11 Scheduling a Meeting	Chapter 11 Scheduling a Meeting	Chapter 12 Opening	Chapter 12 Opening	Chapter 13, Exchanging Opinions	Actual Practice & Feedback	
Contents	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions	Newspaper or magazine clippings Choose short newspaper or magazine articles, or extracts. Give each student one short article or extract, with 3 or 4 questions they must answer. Students read and answer the comprehension questions.	
Week	11Week			12 Week			
Day	31	32	33	34	35	36	
Unit	Chapter 13, Exchanging Opinions	Chapter 14. Stating Opinions	Chapter 14. Stating Opinions	Chapter 15. Closing a Meeting	Chapter 15. Closing a Meeting	Evaluation	
Contents	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	1.Express opinion in oral test Topic: the students the correct vocabulary and phrases for their specific tasks, so that they can disagree politely, present professionally and relay information accurately.	
Week	13 Week			14 Week			
Day	32	33	34	35	36	37	
Unit	Chapter 16 Introduction	Chapter 16 Introduction	Chapter 17 Stating the Purpose	Chapter 17 Stating the Purpose	Chapter 18 Analyzing & Emphasizing	Actual Practice & Feedback	
Contents	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	'Do the business thing' Practicing Business meeting, business negotiation, business telephone conversation. Penalty for students who speak English with non-business tone, and Reward for students who speak English with business tone very well	
Week	15 Week			16 Week			
Day	38	39	40	41	42	43	
Unit	Chapter 18 Analyzing & Emphasizing	Chapter 19 Using Visual Aids	Chapter 19 Using Visual Aids	Chapter 20 Closing	Chapter 20 Closing	Evaluation	
Contents	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	*Listening to the conversation and Fills in blanks *Learning the sentences with expressions *Role-play with your partner according to the directions *Review expression	1. Evaluation for 4 weeks 2. Giving the feedback about strong and weak points 3. Scoring the each area of language	