

Perfect English

Thursday, September 8th, 2016

The Department of Civil Servant Development, Taipei City

Teacher: Stefan Kostarelis

Time	Topics	Activities
8:50 - 09:10	<i>Welcome!</i>	Student check-in
09:10 – 10:00	<i>What's your name?</i>	Icebreakers, social English
10:10 – 11:00	<i>Getting things done</i>	Customer service
11:10 – 12:00	<i>Thanks for coming</i>	Meetings, agreeing and disagreeing
12:00 – 1:30	Lunch Break	
1:40 – 2:30	<i>Practical stuff</i>	Appointments and telephoning
2:40 – 3:30	<i>Today I'll be talking about...</i>	Giving presentations
3:40 – 4:30	<i>Your turn!</i>	Presentation Preparation and Student Presentations