

# Perfect English

Thursday, September 8<sup>th</sup>, 2016

The Department of Civil Servant Development, Taipei City

Teacher: Stefan Kostarelis

<b>Time</b>	<b>Topics</b>	<b>Activities</b>
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		<b>Lunch Break</b>
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