

Business English Lesson Plan: Private Student

Lesson 1: Business Introductions

Focus: Introducing yourself professionally and understanding key vocabulary.

Step 1: Warm-Up (5-7 minutes)

1. **Greeting and Casual Conversation:** Start by asking how their day or week at work has been.

- Example:

- "How was work this week? Any new challenges?"
- "What's the most interesting thing you worked on recently?"

2. **Set the Lesson Objective:**

- "Today, we'll focus on introducing yourself professionally and networking effectively in English."

Step 2: Vocabulary Introduction (15 minutes)

1. **Introduce Key Terms:**

- Present each term with its definition and example sentences.
- Write them on paper/whiteboard (or share a digital document).
- **Job Title:** Name of your position in the workplace.
- **Industry:** The specific field you work in.
- **Role:** The responsibilities you have at your job.

2. **Tailor Vocabulary to the Student's Job:**

- Example: If the student works in IT as a Software Engineer:

- Job Title: Software Engineer
- Industry: Technology / IT
- Role: Designing and coding software applications.

3. **Practice with Sentences:**

- Ask the student to form sentences with these terms related to their work.

- Example:

- "My job title is [Software Engineer]."
- "I work in the [technology] industry."
- "My role involves [designing applications and managing software projects]."

Step 3: Listening Practice (10 minutes)

1. **Role-Model Introduction:**

- Deliver a professional self-introduction. Use clear, structured sentences.

This Business English Lesson Plan Engthu

Gareth Knight, Mark O'Neil



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