

EFA Curriculum

<p><u>Lesson 1 Introductions</u></p> <ul style="list-style-type: none"> • Introducing yourself and others. • Titles, positions and responsibilities. • Discussing business relationships using relative clauses. • Biographical details. <p>Practical - Introducing yourself and others.</p>	<p><u>Lesson 2 Scheduling</u></p> <ul style="list-style-type: none"> • Discussing dates, time and time phrases. • Indirect statements and questions. • Recording numbers and names. • Correcting and amending information. <p>Practical - comparing schedules and organizing meetings.</p>
<p><u>Lesson 3 Current Affairs</u></p> <ul style="list-style-type: none"> • Discussing trends using present tenses. • Comparatives and superlatives. • Short term predictions. • Discussing increases and decreases. <p>Practical - Mock client discussion regarding current issues.</p>	<p><u>Lesson 4 The Future of Accounting (Present and future speculation)</u></p> <ul style="list-style-type: none"> • Using modals. • Probability & Prediction. • Prepositional phrases of time. • Discussing the future of accounting. • Embedded questions. <p>Practical - Class discussion (informal debate).</p>
<p><u>Lesson 5 Meetings</u></p> <ul style="list-style-type: none"> • Meeting types and useful language. • Reactions and decisions. • Etiquette in meetings. • Conjunctions and hesitation devices. <p>Practical - Role play: Mock meeting.</p>	<p><u>Lesson 6 Debate Preparation & Debate</u></p> <ul style="list-style-type: none"> • Expressing opinions. • Emphatic phrases. • Summarizing. • Fielding questions. <p>Practical - Debate: Japan should adopt IFRS.</p>
<p><u>Lesson 7 Financial Accounts (Terminology)</u></p> <ul style="list-style-type: none"> • Noun types.(Objects Vs People.) • Idiomatic terms. • Discussing Profit and Loss Statements. <p>Practical - Analysis of financial accounts.</p>	<p><u>Lesson 8 Reported Speech & Past Deadlines</u></p> <ul style="list-style-type: none"> • Reported statements and questions. • Discussing past deadlines. • Discussing results / outcomes. • Using modals to speculate about the past. <p>Practical - Analysis of a past project.</p>
<p><u>Lesson 9 Tables, Graphs & Charts</u></p> <ul style="list-style-type: none"> • Describing Tables, Graphs & Charts. • Using comparatives and superlatives. • Using comparison of adverbs. • Presenting data. <p>Practical - Present financial data to the class using tables.</p>	<p><u>Lesson 10 Financial Accounts (Discussing Ratios)</u></p> <ul style="list-style-type: none"> • Saying Ratios and Formulas and describing them. • Comparing Financial Statement types. • Using numbers. <p>Practical - Analysis of financial accounts using ratios.</p>
<p><u>Lesson 11 Evaluations & Criticism</u></p> <ul style="list-style-type: none"> • Describing performance. • Setting goals and giving advice. • Scolding and giving warnings (verbal and written.) • Discussing flexibility in the workplace. <p>Practical - Role Play: Staff performance discussion.</p>	<p><u>Lesson 12 Current Affairs (Causes and Results)</u></p> <ul style="list-style-type: none"> • Contrasting perfect tenses and past tenses. • Using modals. • Discussing Current Affairs. • Describing Causes and Results. <p>Practical - Class discussion.</p>

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<p><u>Lesson 13 Presentations 1</u></p> <ul style="list-style-type: none"> • Effective use of Power Point. • Summarizing in presentations. • Practicing presentations and fielding questions. <p>Practical - Students will prepare a presentation on IFRS prior to class and present it using Powerpoint.</p>	<p><u>Lesson 14 Debate</u></p> <ul style="list-style-type: none"> • Contesting claims & conceding ideas and facts. • Using 1st & 2nd Conditionals. • Fielding questions. <p>Practical - Debate: A strong yen is good for Japan.</p>
<p><u>Lesson 15 Numeracy & Literacy</u></p> <ul style="list-style-type: none"> • Numbers, calculations and mathematical symbols. • Ratio analysis. • Understanding business news. • Time phrases, dates and times. <p>Practical - Numbers quiz.</p>	<p><u>Lesson 16 Dealing with Complaints</u></p> <ul style="list-style-type: none"> • Discussing complaints. • Explaining policies. • Offering services & explanations. • Degrees of agreement. <p>Practical - Telephone Role Play: Client fee complaint.</p>
<p><u>Lesson 17 Updates & Amendments</u></p> <ul style="list-style-type: none"> • Contrasting 1st & 2nd conditionals. • Discussing cause and effect using "if not" & "unless". • Updating colleagues and using reported speech. <p>Practical - Mock meeting: updating management on project progress.</p>	<p><u>Lesson 18 Debate Preparation & Debate</u></p> <ul style="list-style-type: none"> • Expressing opinions. • Emphatic phrases. • Summarizing. • Fielding questions. <p>Practical - Debate: The TPP is good for Japan.</p>
<p><u>Lesson 19 Presentations 2</u></p> <ul style="list-style-type: none"> • Referring to the audience's knowledge and visuals. • Inviting questions, concluding and ending presentations. • Practicing presentations. <p>Practical - Students will prepare a presentation on IFRS prior to class and present it using Powerpoint.</p>	<p><u>Lesson 20 Future Tenses & Current Affairs.</u></p> <ul style="list-style-type: none"> • Using modals and passives in future tenses. • Talking about plans and ambitions. • Discussing future results of current affairs. • Expressing opinions on the future of the global economy. <p>Practical: Teleconference: mock management meeting.</p>
<p><u>Lesson 21 Re-Scheduling</u></p> <ul style="list-style-type: none"> • Canceling appointments. • Discussing regrets and their causes. • Discussing accomplishments and their causes. • Assessing past projects. <p>Practical - Calling a client to reschedule a meeting.</p>	<p><u>Lesson 22 Debate Preparation & Debate.</u></p> <ul style="list-style-type: none"> • Expressing 2nd & 3rd party responsibilities. • Assigning blame. • Cautioning and warning. • Debating & fielding questions. <p>Practical - Debate: Goodwill should be amortised not impaired.</p>
<p><u>Lesson 23 Correspondence (e-mails)</u></p> <ul style="list-style-type: none"> • Letter format and vocabulary. • E-mail etiquette.(Mailing and Replying.) • Discussing improper practices. • Making written and verbal complaints. <p>Practical - Writing emails and letters</p>	<p><u>Lesson 24 Quiz</u></p> <ul style="list-style-type: none"> • A review of strategies. • A review of vocabulary. • Listening comprehension exercises. • Reading comprehension exercises.