

| نموذج المحتوى التدريبي | | |
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| الصفحة: 5/1 | رقم الإصدار: 2/1 | نموذج جودة ومخاطر |

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| English conversation skills - business language | العنوان باللغة الإنجليزية: | مهارات المحادثة باللغة الانجليزية - لغة الاعمال | العنوان باللغة العربية: |
| | | (24) ساعة تدريبية | عدد الساعات التدريبية: |
| | | 5:00 – 9:00 مساء | الساعة: |
| | | الاحد – الاثنين - الخميس | أيام البرنامج التدريبي: |
| | | 2026/4/26 ولغاية 2026/5/7 | تاريخ البرنامج التدريبي: |
| | | غرفة تجارة عمان- الشميساني | قاعة / مختبر: |
| (100) دينار. | لغير الأعضاء | (50) دينار. | لأعضاء الغرفة |
| Session 1: Introductions & Building Blocks Objectives: <ul style="list-style-type: none"> - Get to know the group and their goals for learning English. - Learn basic greetings and how to introduce oneself and others. - Understand simple sentences structure. – Learn the basic sounds (phonics) of the English alphabet and understand simple syllable - (Group Work) Icebreaker game using simple questions (name, job, hobby). | | | الأهداف: |

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Session 2: My Daily Life

Objectives:

- Talk about daily routines and work.
- Learn vocabulary related to time (clock time, days of the week).
- Use the present tense.
- (Group Work): "Find the Differences." Learners compare their daily routines with a partner's.

Session 3: Our Favorite Food

Objectives:

- Learn vocabulary for food and drinks.
- Learn how to order food in a restaurant or café.
- Express likes and dislikes.
- (Practical Task): "Restaurant Role-Play." The class is divided into customers and waiters, practicing ordering food and asking questions about a menu.

Session 4: Where Did You Go?

Objectives:

- Talk about past events and holidays.
- Learn travel and vacation vocabulary.
- Use the Past Simple tense (regular and irregular verbs).

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- (Group Work): "Tell me about your last vacation." Each learner shares their experience within their group.

Session 5: Our Future Plans

Objectives:

- Talk about future plans and ambitions.
- Use "will" and "going to" to express the future.
- Learn vocabulary related to jobs and dreams.

Session 6: At Work & The Office

Objectives:

- Learn office and work environment vocabulary.
- Learn how to write a simple, formal email.
- Conduct a short telephone conversation.
- (Practical Task): Write a short email to a colleague or manager to apologize for missing a meeting or to confirm an appointment.
- (Pair Work): Role-play a short phone call (booking an appointment, asking for information).

Session 7: What If? (Polite Language & Directions)

Objectives:

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- Make polite requests (asking for help, ordering).
- Give simple directions and instructions.
- Express opinions, agree, and disagree politely.
- (Groups): "City Map Game." Each group has a map. One person asks for directions to a place, and another explains the way.
- (Practical Task): A short debate/discussion on a simple topic (e.g., "Are smartphones good or bad?") practicing opinion phrases ("In my opinion...", "I think...").

Session 8: Final Project & Review

Objectives:

- Review everything learned in the course.
- Apply skills in an integrated, practical project.
- Provide final feedback.
- (Final Project - Groups): "Present a Start-up or an Event." Each group creates a small company (or an event) and gives a short presentation about it, **including**:
 - The company's name and what it does.
 - Who the employees are and what they do (work routines).
 - Their future plans.
 - Why the "audience" should "buy" their idea.

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| All students who want to develop and improve their English (English Conversation) seeking assistance on how to overcome their problems in speaking, listening. | المشاركون: |
| English | لغة التدريب: |
| غير محدد | عدد المتدربين: |