



# Dallam School

## Curriculum Overview

**Department: Modern Foreign Languages**  
**Subject: Languages for Business**  
**Year Group: 12**

AUTUMN		SPRING		SUMMER	
Half term 1	Half term 2	Half term 3	Half term 4	Half term 5	Half term 6
<b>Theme/ topic:</b> <b>Mod 1 - Companies and Organisation / Mod 2 - Correspondence and Communication</b>	<b>Theme/ topic:</b> <b>Mod 2 - Correspondence and Communication / Mod 3 - Rules and Regulations</b>	<b>Theme/ topic:</b> <b>Mod 4 - Travel and Announcement</b>	<b>Theme/ topic:</b> <b>Mod 5 – Sales and Marketing</b>	<b>Theme/ topic:</b> <b>Mod 6 – Customer Service</b>	<b>Level 3 Project</b>
By the end of this half term pupils will know ( <i>key knowledge, including tier 3 vocabulary</i> )					
<ul style="list-style-type: none"> <li>➤ Meeting and greeting</li> <li>➤ Formal use of 'you'</li> <li>➤ Job/career profiles</li> <li>➤ personality traits</li> <li>➤ skills and work experience</li> <li>➤ Current and future study/career plans</li> <li>➤ Job adverts</li> <li>➤ Drafting a CV</li> <li>➤ Formal letter conventions</li> <li>➤ Job applications</li> </ul>	<ul style="list-style-type: none"> <li>➤ Work related email conventions</li> <li>➤ Contracts</li> <li>➤ Form filling</li> <li>➤ Interviews</li> <li>➤ Dates and months</li> <li>➤ Numbers 1-30</li> <li>➤ Office related procedures and instructions</li> <li>➤ Automated message instructions</li> <li>➤ Health and safety rules and regulations in the office</li> <li>➤ Health and safety rules and regulations in the factory</li> <li>➤ Signs and notices</li> </ul>	<ul style="list-style-type: none"> <li>➤ 24-hour clock</li> <li>➤ Numbers to 1,000</li> <li>➤ Hotel requests and reservations</li> <li>➤ Train travel, reservations and timetables</li> <li>➤ Underground and tram travel</li> <li>➤ Taking a taxi</li> <li>➤ Air travel and airport procedures</li> <li>➤ Asking for and receiving directions</li> <li>➤ Locations</li> <li>➤ Town features</li> <li>➤ Alphabet</li> <li>➤ Travel problems</li> </ul>	<ul style="list-style-type: none"> <li>➤ Brands and logos</li> <li>➤ Consumer choice</li> <li>➤ Describing/giving opinions on products and services</li> <li>➤ Comparing products and services</li> <li>➤ Marketing techniques</li> <li>➤ Presentation skills</li> <li>➤ Asking questions</li> <li>➤ Using fillers and interjections</li> </ul>	<ul style="list-style-type: none"> <li>➤ Customer service best practice</li> <li>➤ Dealing with customers over the phone</li> <li>➤ Dealing with customers face to face</li> <li>➤ Dealing with written complaints</li> <li>➤ Dealing effectively with problems and complaints</li> </ul>	<ul style="list-style-type: none"> <li>➤ Business-based research task as preparation for Level 3 Project (undertaken in Year 13)</li> </ul>
They will understand ( <i>key concepts</i> )					

<p><u>Module 1</u></p> <ul style="list-style-type: none"> <li>➤ How to meet and greet in a formal setting</li> <li>➤ How to use the formal 'you'</li> <li>➤ How to create a job/career profile</li> <li>➤ How to describe personality traits</li> <li>➤ How to talk about skills and work experience</li> <li>➤ How to talk about current and future study/career plans</li> <li>➤ How to look at job adverts</li> <li>➤ How to draft a CV</li> <li>➤ How to use formal letter conventions</li> <li>➤ How to write a covering letter</li> </ul> <p><u>Grammar:</u></p> <ul style="list-style-type: none"> <li>➤ Present tense</li> <li>➤ Imperfect</li> <li>➤ Perfect tense</li> <li>➤ Near future</li> <li>➤ Future tense</li> <li>➤ Conditional tense</li> <li>➤ Adjectival agreements</li> <li>➤ Question words</li> <li>➤ Since/for + present construction</li> </ul>	<p><u>Module 2</u></p> <ul style="list-style-type: none"> <li>➤ How to use the conventions for work related emails</li> <li>➤ How to complete application forms</li> <li>➤ How to use dates, months and the numbers 1-30</li> </ul> <p><u>Grammar:</u></p> <ul style="list-style-type: none"> <li>➤ Perfect tense revision</li> <li>➤ Future tenses</li> <li>➤ Perfect tense irregular</li> </ul> <p><u>Module 3</u></p> <ul style="list-style-type: none"> <li>➤ How to understand and use office related procedures and instructions</li> <li>➤ How to understand automated message instructions</li> <li>➤ How to use and interpret health and safety rules and regulations in the office and factory</li> <li>➤ How to understand signs and notices</li> </ul> <p><u>Grammar:</u></p> <ul style="list-style-type: none"> <li>➤ Imperative</li> <li>➤ Conditional</li> <li>➤ Modal verbs</li> <li>➤ Subjunctive</li> </ul>	<ul style="list-style-type: none"> <li>➤ How to use the 24-hour clock</li> <li>➤ How to use the numbers to 1,000</li> <li>➤ How to make hotel requests and reservations</li> <li>➤ How to book train, underground and tram travel, make reservations and understand timetables</li> <li>➤ How to take a taxi</li> <li>➤ How to understand air travel and airport procedures</li> <li>➤ Asking for and receiving directions</li> <li>➤ How to talk about locations in town</li> <li>➤ How to use the alphabet to give information</li> <li>➤ How to discuss travel problems</li> </ul> <p><u>Grammar:</u></p> <ul style="list-style-type: none"> <li>➤ Imperative</li> <li>➤ Prepositions for location</li> <li>➤ Alphabet</li> <li>➤ 24 - hour clock</li> </ul>	<ul style="list-style-type: none"> <li>➤ How to talk about brands and logos</li> <li>➤ How to talk about consumer choice</li> <li>➤ How to describe/give opinions on products and services</li> <li>➤ How to compare products and services</li> <li>➤ How to discuss marketing techniques</li> <li>➤ How to develop presentation skills</li> <li>➤ How to ask questions</li> <li>➤ How to use fillers and interjections</li> </ul> <p><u>Grammar:</u></p> <ul style="list-style-type: none"> <li>➤ Comparative structures</li> <li>➤ Superlative structures</li> <li>➤ Asking questions</li> </ul>	<ul style="list-style-type: none"> <li>➤ How to talk about customer service best practice</li> <li>➤ How to deal with customers over the phone</li> <li>➤ How to deal with customers face to face</li> <li>➤ How to deal with written complaints</li> <li>➤ How to deal effectively with problems and complaints</li> </ul> <p><u>Grammar:</u></p> <ul style="list-style-type: none"> <li>➤ Negatives</li> <li>➤ Near future</li> <li>➤ Future tense revision</li> </ul>	<ul style="list-style-type: none"> <li>➤ Consolidation of Year 12 content.</li> <li>➤ Preparation of a research based presentation on a Spanish or French business.</li> </ul>
---	---	---	--	--	--

They will know how to (*key skills*)

<p><u>Module 1</u></p> <ul style="list-style-type: none"> <li>➤ describe education, skills and qualities</li> <li>➤ describe jobs and responsibilities</li> <li>➤ describe future hopes and plans</li> <li>➤ describe current and previous work experience</li> <li>➤ write a letter of application</li> <li>➤ write a covering letter according to a brief</li> </ul>	<p><u>Module 2</u></p> <ul style="list-style-type: none"> <li>➤ use appropriate conventions for work related emails</li> <li>➤ complete application forms</li> <li>➤ use dates, months and the numbers 1-30</li> </ul> <p><u>Module 3</u></p> <ul style="list-style-type: none"> <li>➤ understand written rules, regulations and instructions relating to the office</li> <li>➤ use and interpret health and safety rules and regulations in the office and factory</li> <li>➤ understand signs and notices</li> </ul>	<ul style="list-style-type: none"> <li>➤ understand travel related announcements and directions</li> <li>➤ use the 24-hour clock</li> <li>➤ use the numbers to 1,000</li> <li>➤ make hotel requests and reservations</li> <li>➤ book train, underground and tram travel, make reservations and understand timetables</li> <li>➤ understand air travel and airport procedures</li> <li>➤ talk about locations in town</li> <li>➤ use the alphabet to give information</li> <li>➤ discuss travel problems</li> </ul>	<ul style="list-style-type: none"> <li>➤ deliver a product or service presentation</li> <li>➤ talk about brands and logos and consumer choice</li> <li>➤ describe/give opinions and compare products and services</li> <li>➤ discuss marketing techniques</li> <li>➤ use fillers and interjections</li> </ul>	<ul style="list-style-type: none"> <li>➤ talking about customer service and best practice</li> <li>➤ dealing with customers over the phone and face to face</li> <li>➤ dealing face and written complaints</li> <li>➤ dealing effectively with problems and complaints</li> </ul>	<ul style="list-style-type: none"> <li>➤ conduct research into a French or Spanish business using knowledge acquired during the Level 2 course.</li> </ul>
--	--	--	---	---	--