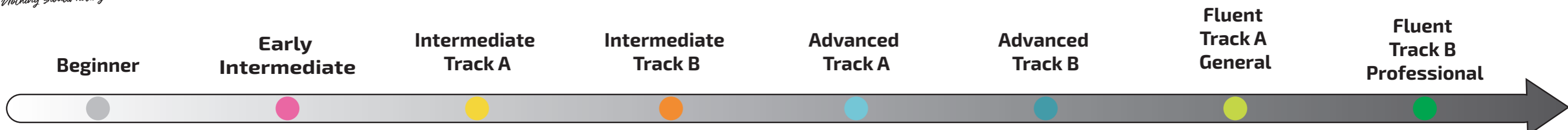


KEY COURSE OUTLINE



SPEAKING FOCUS

<ul style="list-style-type: none"> ✓ Introductions ✓ Environment ✓ People ✓ Comparisons 	<ul style="list-style-type: none"> ✓ Education and Career ✓ Life Events ✓ Advanced Greetings ✓ Body Symptoms 	<ul style="list-style-type: none"> ✓ Story Telling ✓ Family ✓ Describing Routines ✓ Describing Feelings 	<ul style="list-style-type: none"> ✓ Technology ✓ Opinions ✓ Story Telling ✓ Describing People 	<ul style="list-style-type: none"> ✓ Entertainment ✓ Working in Teams ✓ The five senses ✓ Environment 	<ul style="list-style-type: none"> ✓ Colloquialisms and Acronyms ✓ Analysis & Discussion ✓ Job Hunting ✓ Selling 	<ul style="list-style-type: none"> ✓ Small Talk ✓ Relationships ✓ Interviews ✓ Social Conversations 	<ul style="list-style-type: none"> ✓ Negotiation ✓ Customer Service ✓ People Management ✓ Business Conversations
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GRAMMAR FOCUS

<ul style="list-style-type: none"> ✓ Possessives ✓ Modal Verbs ✓ Imperatives ✓ Personal Pronouns 	<ul style="list-style-type: none"> ✓ Adverbial Phrases ✓ Past Continuous ✓ Prepositional Phrases ✓ Gerunds 	<ul style="list-style-type: none"> ✓ Present Perfect ✓ Present and Future Passive Voice ✓ Comparatives and Superlatives ✓ Short Responses 	<ul style="list-style-type: none"> ✓ Reported Speech ✓ Prepositions of Place ✓ Embedded Questions ✓ Conditionals 	<ul style="list-style-type: none"> ✓ Ellipsis & Substitution ✓ Modal Verbs ✓ Participle Clauses ✓ Phrasal Verbs 	<ul style="list-style-type: none"> ✓ Advanced Tenses ✓ Reflexive and Reciprocal Pronouns ✓ Mixed Conditionals ✓ Cleft Sentences 	<ul style="list-style-type: none"> ✓ Gender Neutrality ✓ Collocations ✓ Gerund Clauses ✓ Subjunctive Forms 	<ul style="list-style-type: none"> ✓ Complex Future Forms ✓ Phrasal Verbs ✓ Compound Words ✓ Passive Vocabulary
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WRITING FOCUS

<ul style="list-style-type: none"> ✓ Adjectives ✓ Past Simple ✓ Irregular Verbs ✓ Conjunctions 	<ul style="list-style-type: none"> ✓ Processes ✓ Present Perfect ✓ Past Continuous ✓ Past Perfect 	<ul style="list-style-type: none"> ✓ Teamwork Vocabulary ✓ Formal Language ✓ Expressing Contrast ✓ Dependent Prepositions 	<ul style="list-style-type: none"> ✓ Management Vocabulary ✓ Connecting Words ✓ Passive Voice ✓ Comparisons 	<ul style="list-style-type: none"> ✓ Articles and Responses ✓ Literature ✓ Expressions ✓ Feedback 	<ul style="list-style-type: none"> ✓ Business Emails ✓ Sales Emails ✓ Synonyms ✓ Cover Letters 	<ul style="list-style-type: none"> ✓ Government Paperwork ✓ Finance and Economics ✓ Reports ✓ Essays 	<ul style="list-style-type: none"> ✓ Business Reports ✓ Proposals ✓ Word Play ✓ Academic English
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VS4™ FOCUS

<ul style="list-style-type: none"> ✓ Conversational Responses ✓ Common Errors ✓ Syllables ✓ Common Phrases 	<ul style="list-style-type: none"> ✓ Greetings and Farewells ✓ Vowel Sounds ✓ Intonation ✓ Common Omissions 	<ul style="list-style-type: none"> ✓ Client Meetings ✓ Giving Advice ✓ Fossilisation ✓ Sounding Polite 	<ul style="list-style-type: none"> ✓ Professional Etiquette ✓ Preferences and Opinions ✓ Translations ✓ Sentence and Word Stress 	<ul style="list-style-type: none"> ✓ Idioms ✓ Giving Instructions ✓ Social Activities ✓ Phone Manners 	<ul style="list-style-type: none"> ✓ Manners ✓ Justifications ✓ Hypothetical Situations ✓ Questions 	<ul style="list-style-type: none"> ✓ Humour ✓ Political Correctness ✓ Cultural Vocabulary ✓ Summarising and Concluding 	<ul style="list-style-type: none"> ✓ Presentations ✓ Current Affairs ✓ Expressing yourself professionally ✓ Business Trends
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