

GENERAL OUTLINE OF THE COMPANY SIMULATION – MISSIONS, POINTS, DEADLINES

Feel free to post any comments, suggestions and dilemmas in Google Classroom or via e-mail, use it like a forum.

This is a general outline for the work we have been doing and will continue doing this semester. So, this is the plan:

Mission	Points	Date
1. Company profile (350-500 words)		
2. Job profile (300 words)		
3. CVs and cover letters		
4. Company and Job presentations (3-10m) depending on the size of the team	Missions: 1-4 25 points	By the end of March
5. Booking flights and accommodation – proposing the venue for the business fair and writing 2 booking e-mails	5 points	Mid-April
6. Exchanging e-mails with a partner company (5 emails – inquiry, offer, order, complaint, solution)	10 points	By the end of April
7. Final presentation (3m)	10 points	May
8. Bonus mission - Job Interviews with scripts (3m)	5 points	May

I will also be posting materials for grammar practice, explanations and additional exercises to those you have in your textbook to keep you busy and get ready for the written test.

Stay tuned and stay safe