

## ELEMENTARY PATHWAYS

### WORK

You are studying to develop your fluency, confidence and skills when using English in the workplace.

### STUDY

You are studying to develop your fluency, confidence and knowledge of English in academic settings.

### LIVE

You are studying to develop your fluency, confidence and cultural awareness of how English is used in everyday situations.

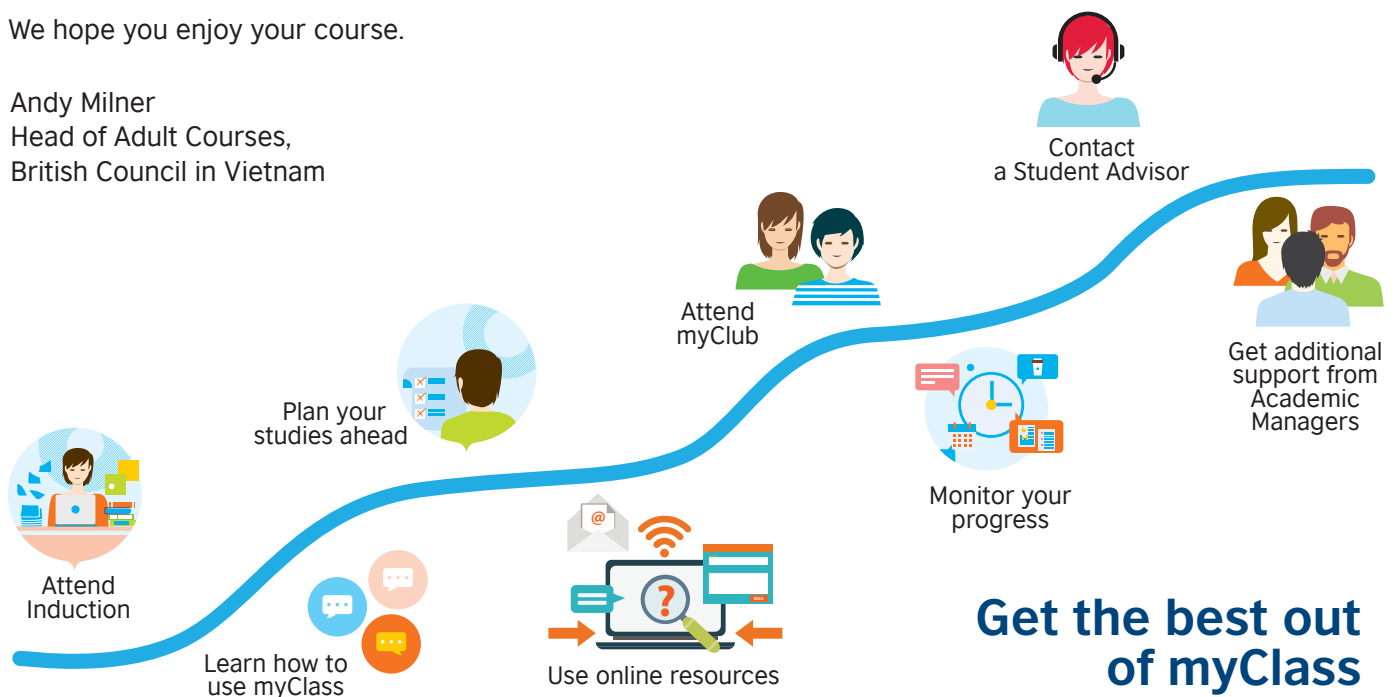
Welcome to myClass

We've identified that you are interested in learning English mainly for work purposes. We'd like to suggest some lessons at your level that we think will be the most relevant to you.

You may want to prioritise these lessons when booking on the OBS, but please remember that the advantage of myClass is that you can attend any lesson that you think is relevant or useful to you. There are 108 lessons for you to choose from at your level.

We hope you enjoy your course.

Andy Milner  
Head of Adult Courses,  
British Council in Vietnam



**Get the best out of myClass**

<p>Our <b>Student Advisors</b> can advise you at any time to answer questions and discuss your learning journey and progress. They can give you advice and help you to get the most from myClass.</p>	<p>Email Student Advisors at: <a href="mailto:myclass.advisor@britishcouncil.org.vn">myclass.advisor@britishcouncil.org.vn</a></p>
<p>Come to <b>myClub</b>. It's our free club for you to meet more people and spend more time with English.</p>	<p>Check out myClub schedules at: <a href="http://goo.gl/nvvgep">goo.gl/nvvgep</a></p>
<p><b>Online Resources</b> myClass online exercises help you consolidate and practise your grammar and vocabulary, as well as reading and listening.  Our LearnEnglish website has more practice in English for work, and you can find apps to download and use on mobile devices.</p>	<p>Develop your English skills online <a href="http://myclass.britishcouncil.org">myclass.britishcouncil.org</a> <a href="http://learnenglish.britishcouncil.org">learnenglish.britishcouncil.org</a></p>

myClass Elementary has lessons on meetings and discussions, negotiations, telephone skills, giving presentations, dealing with problems in the workplace, and business topics. Look out for these icons and themes on the myClass website. There you will find further information about the lessons to confirm that they are useful and relevant to you. Remember, you are free to choose any myClass lesson that you find relevant to your personal goals and interests.

Icons and themes to look for	List of lessons
 <b>Communicate with confidence in public</b>	<input type="checkbox"/> Introductions at work <input type="checkbox"/> Let's meet <input type="checkbox"/> About my job <input type="checkbox"/> Hello and goodbye
 <b>Handle meetings with confidence</b>	<input type="checkbox"/> A day out <input type="checkbox"/> Office refurbishment <input type="checkbox"/> Who shall we choose? <input type="checkbox"/> A green office
 <b>Collaboration and presentation</b>	<input type="checkbox"/> My office <input type="checkbox"/> Dress code <input type="checkbox"/> An important event <input type="checkbox"/> Office (and home) equipment
 <b>Requests, agreements and solutions</b>	<input type="checkbox"/> Want some help? <input type="checkbox"/> Can you help me? <input type="checkbox"/> Why not do this? <input type="checkbox"/> Where is it?
 <b>Clear communication on the phone</b>	<input type="checkbox"/> When's the meeting? <input type="checkbox"/> Just confirming <input type="checkbox"/> What is the hotel like? <input type="checkbox"/> When can you deliver?
 <b>Clear communication</b>	<input type="checkbox"/> Meeting new people <input type="checkbox"/> My studies to date <input type="checkbox"/> I need to change my flight <input type="checkbox"/> Planning the trip
 <b>Dealing with formal situations</b>	<input type="checkbox"/> Where best to live <input type="checkbox"/> Can I come in here? <input type="checkbox"/> Let's talk <input type="checkbox"/> Which one?
 <b>Buying and selling</b>	<input type="checkbox"/> At the shops <input type="checkbox"/> What to buy <input type="checkbox"/> Shopping <input type="checkbox"/> Customer service
 <b>Work, rest and play</b>	<input type="checkbox"/> I'm going out <input type="checkbox"/> Sport and games <input type="checkbox"/> Places for entertainment <input type="checkbox"/> What I do
 <b>Numbers</b>	<input type="checkbox"/> What time do you ... ? <input type="checkbox"/> Important dates <input type="checkbox"/> How much? <input type="checkbox"/> Contact details