

## PRE-INTERMEDIATE PATHWAYS

<p><b>WORK</b></p> <p>You are studying to develop your fluency, confidence and skills when using English in the workplace.</p>	<p><b>STUDY</b></p> <p>You are studying to develop your fluency, confidence and knowledge of English in academic settings.</p>	<p><b>LIVE</b></p> <p>You are studying to develop your fluency, confidence and cultural awareness of how English is used in everyday situations.</p>
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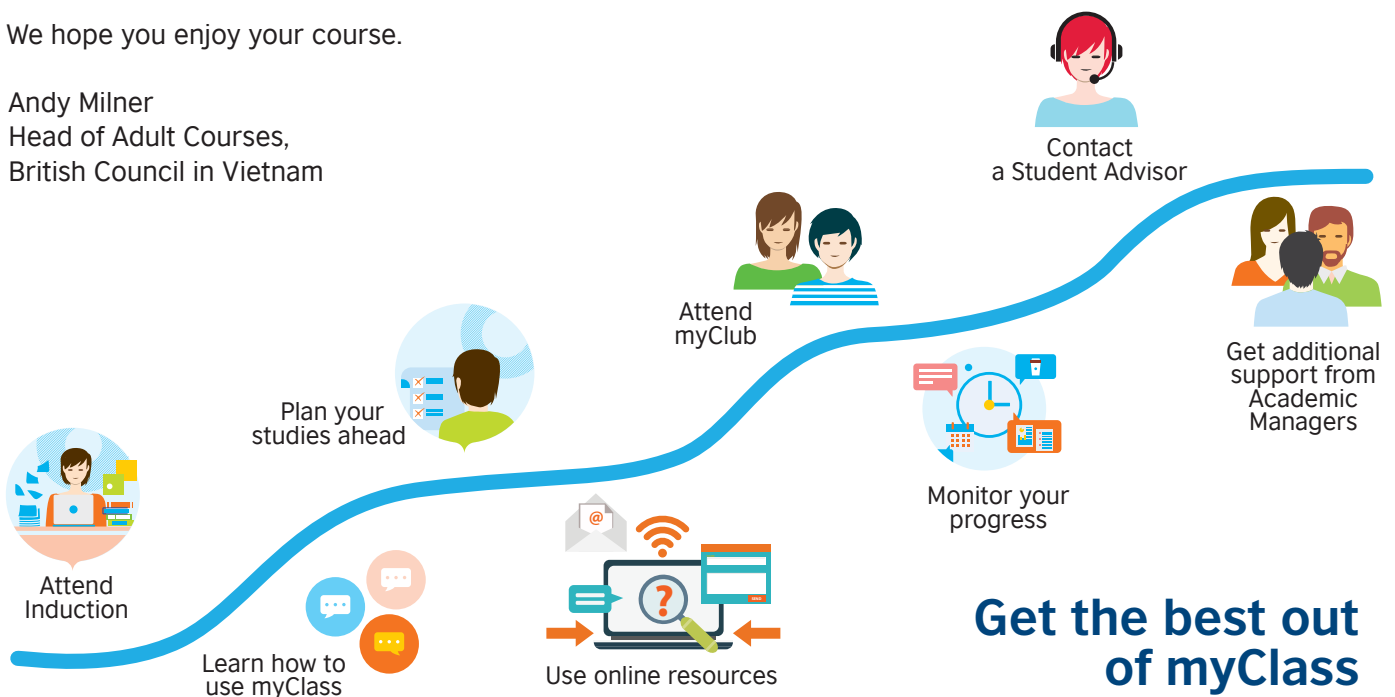
Welcome to myClass

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 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 132 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 Pre-Intermediate has lessons on meetings and discussions, negotiations, telephone skills, giving presentations, dealing with problems in the workplace, business writing 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>Handle meetings with confidence</b>	<input type="checkbox"/> Discussing decisions <input type="checkbox"/> Organising an event <input type="checkbox"/> What is your suggestion? <input type="checkbox"/> Staff issues
 <b>Clear communication on the phone</b>	<input type="checkbox"/> Getting the right information <input type="checkbox"/> Practical telephone conversations <input type="checkbox"/> Clarity on the phone <input type="checkbox"/> Common phone phrases
 <b>Writing emails and letters</b>	<input type="checkbox"/> Responding to a complaint <input type="checkbox"/> Writing a complaint <input type="checkbox"/> Applying for a job <input type="checkbox"/> Writing about a process
 <b>Professionally speaking</b>	<input type="checkbox"/> A good company <input type="checkbox"/> A bad manager <input type="checkbox"/> A good career <input type="checkbox"/> Discussing a project
 <b>Developing your career</b>	<input type="checkbox"/> Effective interview techniques <input type="checkbox"/> Planning the future <input type="checkbox"/> May I interrupt? <input type="checkbox"/> Qualifications required
 <b>Clearing up issues</b>	<input type="checkbox"/> Investigating a problem <input type="checkbox"/> Correcting an error <input type="checkbox"/> Dealing with questions <input type="checkbox"/> Asking for feedback
 <b>Finding the best</b>	<input type="checkbox"/> Supplier analysis <input type="checkbox"/> Raising an issue <input type="checkbox"/> Making a complaint <input type="checkbox"/> Let's agree
 <b>Clarity is key</b>	<input type="checkbox"/> Market research <input type="checkbox"/> Office equipment <input type="checkbox"/> Describing a chart <input type="checkbox"/> Cost cutting
 <b>Managing situations</b>	<input type="checkbox"/> Asking and answering basic questions <input type="checkbox"/> Action planning <input type="checkbox"/> Project planning <input type="checkbox"/> Dealing with customers
 <b>Requests, agreements and solutions</b>	<input type="checkbox"/> Talking about sickness <input type="checkbox"/> Comparing hotels <input type="checkbox"/> Reaching an agreement <input type="checkbox"/> Managing conflict