

## UPPER-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>
--	--	--

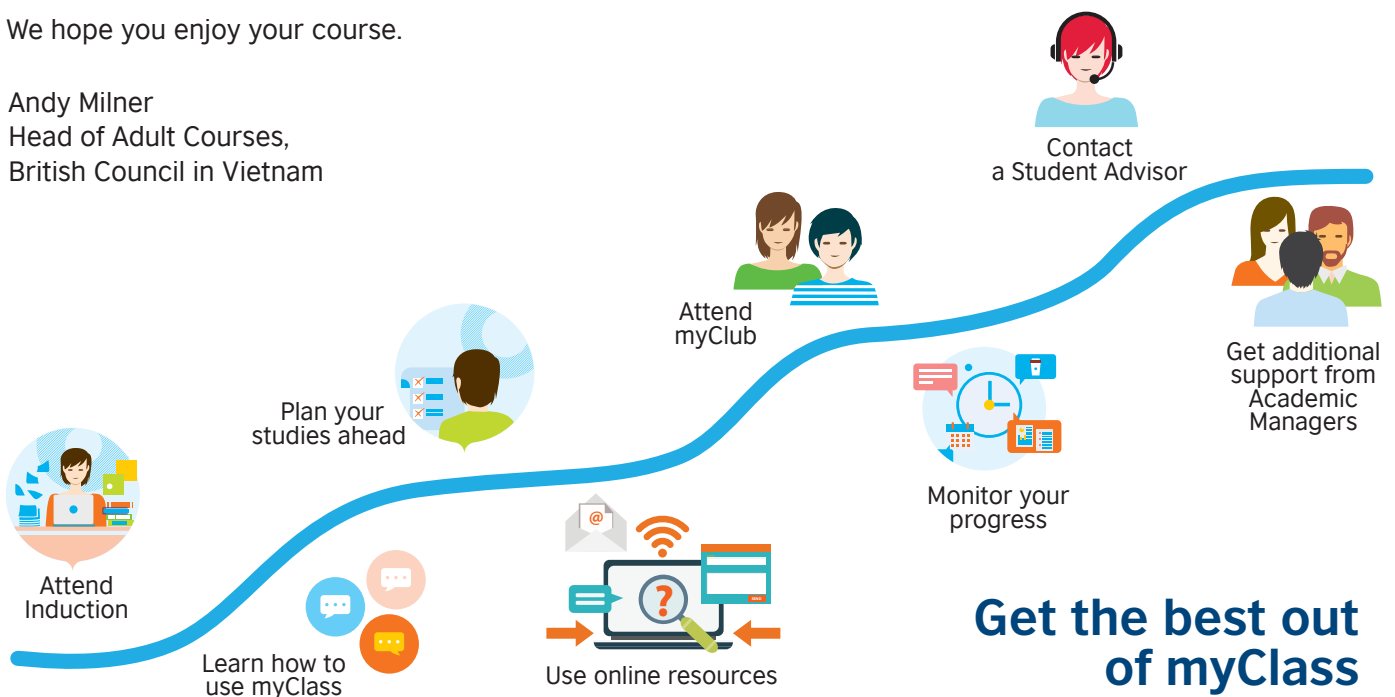
Welcome to myClass

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 Upper-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>Developing your career</b>	<input type="checkbox"/> Getting the pay rise you deserve <input type="checkbox"/> Job review <input type="checkbox"/> A new role <input type="checkbox"/> To understand and be understood
 <b>Handle meetings with confidence</b>	<input type="checkbox"/> Clarity is key <input type="checkbox"/> Being in control <input type="checkbox"/> Time to change <input type="checkbox"/> Justifying your opinion
 <b>Buying and selling</b>	<input type="checkbox"/> Shops and shopping <input type="checkbox"/> Selling an idea <input type="checkbox"/> Dealing with customer service personnel <input type="checkbox"/> Expressing yourself at meetings
 <b>Collaboration and presentation</b>	<input type="checkbox"/> Clear and effective presentations <input type="checkbox"/> Making a case <input type="checkbox"/> Completing questionnaires <input type="checkbox"/> Today's presentation
 <b>Requests, agreements and solutions</b>	<input type="checkbox"/> Solving problems and finding solutions <input type="checkbox"/> That's good advice <input type="checkbox"/> Dealing with disaster <input type="checkbox"/> Office morale
 <b>Business solutions</b>	<input type="checkbox"/> Marketing strategies <input type="checkbox"/> Online business <input type="checkbox"/> Making a decision <input type="checkbox"/> Chairing the meeting
 <b>Clear communication on the phone</b>	<input type="checkbox"/> Telephone enquiries <input type="checkbox"/> Following up with enquiries <input type="checkbox"/> Right and wrong <input type="checkbox"/> Resolving problems on the phone
 <b>Emails at work</b>	<input type="checkbox"/> Requesting updates <input type="checkbox"/> Delegating tasks <input type="checkbox"/> Writing assertively <input type="checkbox"/> Writing memos
 <b>Reporting information</b>	<input type="checkbox"/> Writing a profile <input type="checkbox"/> Describing business trends <input type="checkbox"/> Structuring a report <input type="checkbox"/> Making deductions and recommendations
 <b>Business in an ideal world</b>	<input type="checkbox"/> Business and tourism <input type="checkbox"/> Cultural differences <input type="checkbox"/> A good boss <input type="checkbox"/> Living without money