



# myClass

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Lesson Guides

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INTERMEDIATE

CREATING OPPORTUNITY WORLDWIDE

## INTERMEDIATE LESSON GUIDE

### 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.

### SOCIAL

You are studying to develop your fluency, confidence and cultural awareness of how English is used in society to help you connect with others.

### 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.

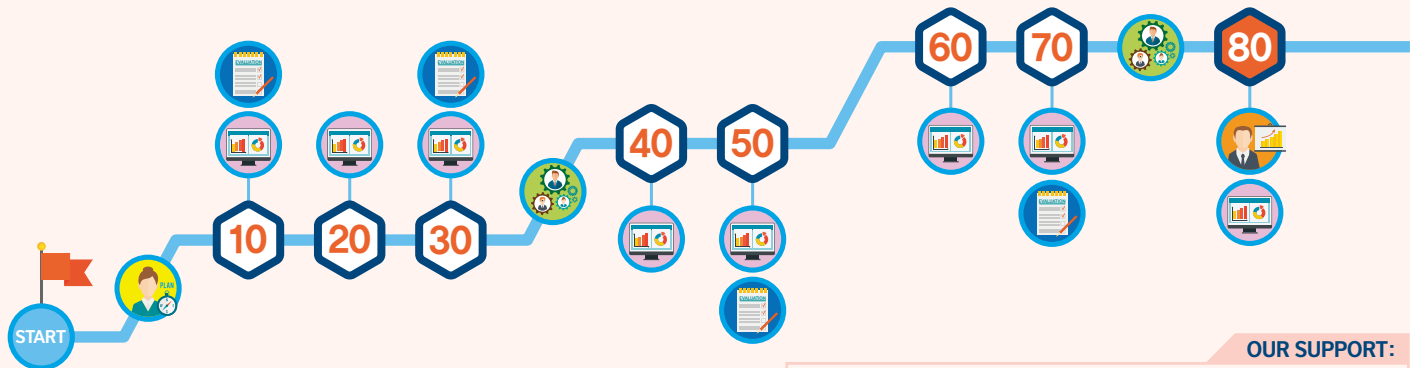
You may want to prioritise these lessons when booking on the booking system, but please remember that the advantage of myClass is that you can attend any lesson that supports you to develop and progress with your English. There are 132 lessons for you to choose from at your level.

We hope you enjoy your course.

#### Julian Burnley

Head of Adult Courses,  
The British Council in Korea

## myClass Path to 80



#### Induction with the Student Advisor

- Understanding the myClass methodology
- Online Booking System
- Extra learning materials

#### OUR SUPPORT:

- Consultant follow-up
- Progress check with the Student Advisor (advice from academic support team)
- Assessment
- Assessment with Teacher comment
- Level up counselling with the Academic Team

Our **Student Advisors** can support you and discuss your learning journey and progress. They can give you advice and help you to get the most from myClass.

Email Student Advisors at:  
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[myadvisor\\_Jamsil@britishcouncil.or.kr](mailto:myadvisor_Jamsil@britishcouncil.or.kr)

#### myClass Assessment

Every ten lessons you will receive an in-class assessment from your teacher with grades. You will receive grades and a teacher written comment for assessments 1, 3, 5 and 7. This feedback will give you a clear understanding of your English strengths and areas to improve.

Check your assessment by clicking on the myProgress tab after you log into your myClass account at:

[myclass.britishcouncil.org](http://myclass.britishcouncil.org)



myClass 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. Remember that every lesson you take will support you in developing your English across a range of topics.

Icons and themes to look for	List of lessons
 <b>Handling meetings with confidence</b>	<input type="checkbox"/> Effective negotiation <input type="checkbox"/> Meeting topics and discussions <input type="checkbox"/> Opinions in meetings <input type="checkbox"/> Building group consensus
 <b>Communicate with confidence in public</b>	<input type="checkbox"/> The art of networking <input type="checkbox"/> Casual conversation <input type="checkbox"/> Daily conversation <input type="checkbox"/> Let's chat
 <b>Clear communication on the phone</b>	<input type="checkbox"/> The right way to talk on the phone <input type="checkbox"/> Ordering over the telephone <input type="checkbox"/> Making arrangements on the phone <input type="checkbox"/> Directions on the road
 <b>Professionally speaking</b>	<input type="checkbox"/> The business trip was... <input type="checkbox"/> Project progress meeting <input type="checkbox"/> Planning a product launch <input type="checkbox"/> Presenting an action plan
 <b>Clarity is key</b>	<input type="checkbox"/> Presenting a review of a project <input type="checkbox"/> Interview experience <input type="checkbox"/> Teamwork <input type="checkbox"/> Company structure
 <b>Finding the best</b>	<input type="checkbox"/> Describing your ideal job <input type="checkbox"/> Asking someone how they got their job <input type="checkbox"/> Finding the best supplier <input type="checkbox"/> Showing your best side
 <b>Writing emails and letters</b>	<input type="checkbox"/> Applying for a job <input type="checkbox"/> Responding to a complaint <input type="checkbox"/> Writing a complaint <input type="checkbox"/> Writing about a process
 <b>Developing your career</b>	<input type="checkbox"/> Job review <input type="checkbox"/> So, how does it work? <input type="checkbox"/> Finding the right career <input type="checkbox"/> What have you done?
 <b>Clearing up issues</b>	<input type="checkbox"/> Travelling for work <input type="checkbox"/> Something is wrong <input type="checkbox"/> Giving reasons and explanations <input type="checkbox"/> Dealing with changes and plans
 <b>Collaboration and presentation</b>	<input type="checkbox"/> Character analysis <input type="checkbox"/> Analysis and presentation <input type="checkbox"/> Presenting opinion <input type="checkbox"/> Presenting information formally

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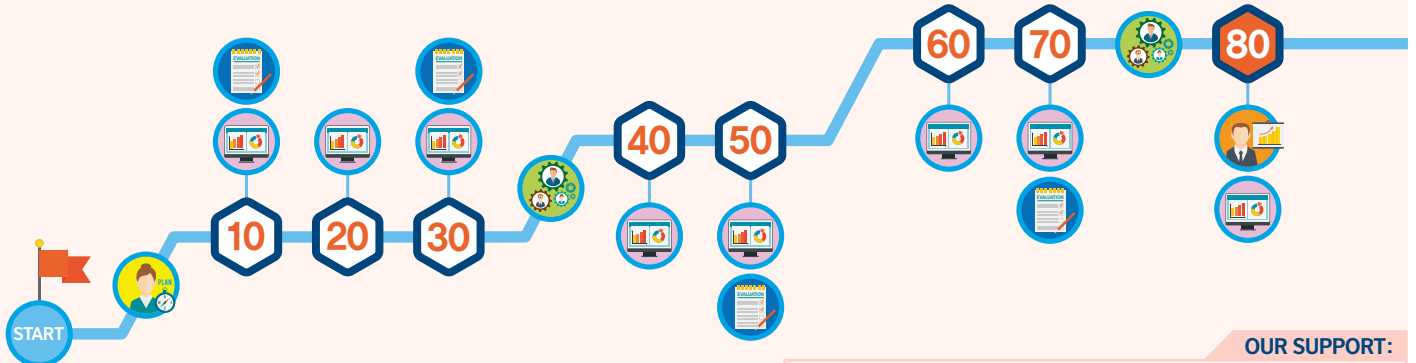
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**Julian Burnley**

Head of Adult Courses,

The British Council in Korea

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myClass Intermediate has lessons on education, academic skills, study and group work skills, collaborating, and writing academically. Look out for these icons and themes on the myClass website. Remember that every lesson you take will support you in developing your English across a range of topics.

Icons and themes to look for	List of lessons
 <b>Lectures and talks</b>	<input type="checkbox"/> Academic subjects <input type="checkbox"/> Academic background <input type="checkbox"/> Successful students <input type="checkbox"/> Studying abroad
 <b>Distance learning</b>	<input type="checkbox"/> Netiquette <input type="checkbox"/> Education hour <input type="checkbox"/> Relevant? Of course! <input type="checkbox"/> Online tutorials
 <b>Seminars and tutorials</b>	<input type="checkbox"/> Proposing a change <input type="checkbox"/> Research <input type="checkbox"/> Spoken references <input type="checkbox"/> Your viewpoint
 <b>Education</b>	<input type="checkbox"/> School subjects <input type="checkbox"/> Special educational needs <input type="checkbox"/> Alternative education <input type="checkbox"/> Student role models
 <b>Describing the world around us</b>	<input type="checkbox"/> Describing things <input type="checkbox"/> Further explanation and description <input type="checkbox"/> Presenting the facts <input type="checkbox"/> Discussing appearances
 <b>Standing out in group discussion</b>	<input type="checkbox"/> Desert island items <input type="checkbox"/> Giving compliments <input type="checkbox"/> Improving your community <input type="checkbox"/> Men are from Mars, Women are from Venus
 <b>Conveying group ideas</b>	<input type="checkbox"/> Agreements and consensus <input type="checkbox"/> Debate and discussion <input type="checkbox"/> Dealing with invitations <input type="checkbox"/> Planning events
 <b>Writing accurately</b>	<input type="checkbox"/> Writing about the past <input type="checkbox"/> Describing data <input type="checkbox"/> Comparing data <input type="checkbox"/> Free time activities
 <b>Organising your writing</b>	<input type="checkbox"/> Presenting an argument with evidence <input type="checkbox"/> Cause and effect <input type="checkbox"/> Problems and solutions <input type="checkbox"/> Expressing opinion
 <b>Reaching targets and achieving goals</b>	<input type="checkbox"/> My predictions are... <input type="checkbox"/> Ambitions and achievements <input type="checkbox"/> Long term goals <input type="checkbox"/> Goals and achievements

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We've identified that you are interested in learning English mainly for everyday social, cultural and life purposes. We'd like to suggest some lessons at your level that we think will be most relevant to you.

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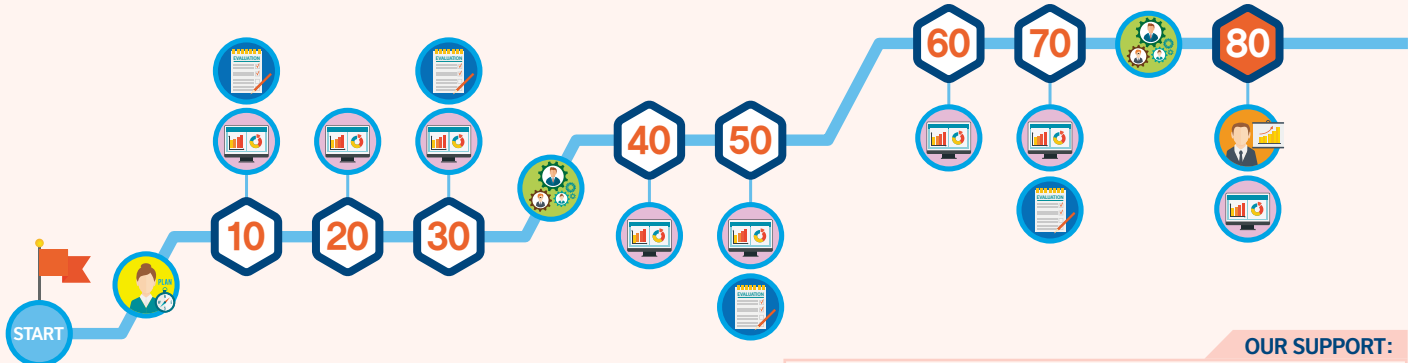
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myClass Intermediate has lessons on cultural issues, travel, communicating clearly, discussing common issues, and describing the world. Look out for these icons and themes on the myClass website. Remember that every lesson you take will support you in developing your English across a range of topics.

Icons and themes to look for	List of lessons
 <b>Communicate with confidence in public</b>	<input type="checkbox"/> Casual conversation <input type="checkbox"/> The art of networking <input type="checkbox"/> Daily conversation <input type="checkbox"/> Let's chit chat
 <b>Reaching targets and achieving goals</b>	<input type="checkbox"/> Ambitions and achievements <input type="checkbox"/> My predictions are... <input type="checkbox"/> Long-term goals <input type="checkbox"/> Goals and achievements
 <b>Engaging in meaningful conversation</b>	<input type="checkbox"/> Emotions and feelings <input type="checkbox"/> Listening and engaging in stories <input type="checkbox"/> Effective listening <input type="checkbox"/> Avoiding 'dead air'
 <b>Travel, culture and global trekking</b>	<input type="checkbox"/> Effective Anecdotes <input type="checkbox"/> Film and literature <input type="checkbox"/> Talking about celebrities <input type="checkbox"/> Discussing music
 <b>Describing the world around us</b>	<input type="checkbox"/> Describing things <input type="checkbox"/> Further explanation and description <input type="checkbox"/> Presenting the facts <input type="checkbox"/> Discussing appearances
 <b>The outside world</b>	<input type="checkbox"/> Making travel arrangements <input type="checkbox"/> The decision process <input type="checkbox"/> Planning a tour <input type="checkbox"/> A memorable holiday
 <b>Advice and opinion</b>	<input type="checkbox"/> Life coaching <input type="checkbox"/> Helping visitors <input type="checkbox"/> The importance of a healthy diet <input type="checkbox"/> Can I give you some advice?
 <b>Talking about lifestyle</b>	<input type="checkbox"/> Comparing situations <input type="checkbox"/> Have an opinion <input type="checkbox"/> Table manners <input type="checkbox"/> Lifestyle differences
 <b>Buying and selling</b>	<input type="checkbox"/> Showtime! <input type="checkbox"/> Dealing with complaints <input type="checkbox"/> Masterful negotiation <input type="checkbox"/> The art of the offer
 <b>Across culture</b>	<input type="checkbox"/> Cultural misunderstandings <input type="checkbox"/> Conversation topics <input type="checkbox"/> Saying sorry <input type="checkbox"/> Face