



# myClass

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**Lesson Guides**

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**UPPER-INTERMEDIATE**

CREATING OPPORTUNITY WORLDWIDE

## UPPER-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.

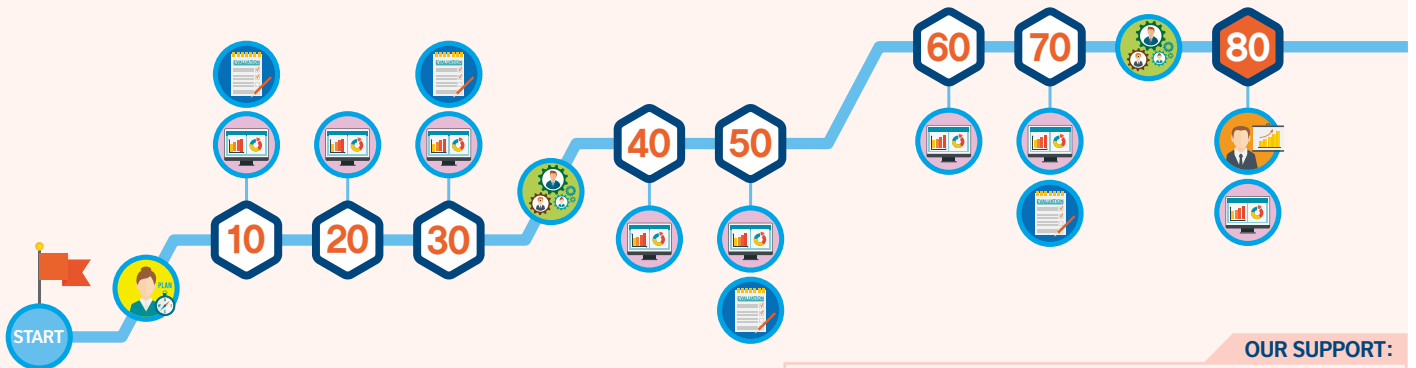
We hope you enjoy your course.

#### 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 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. 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>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

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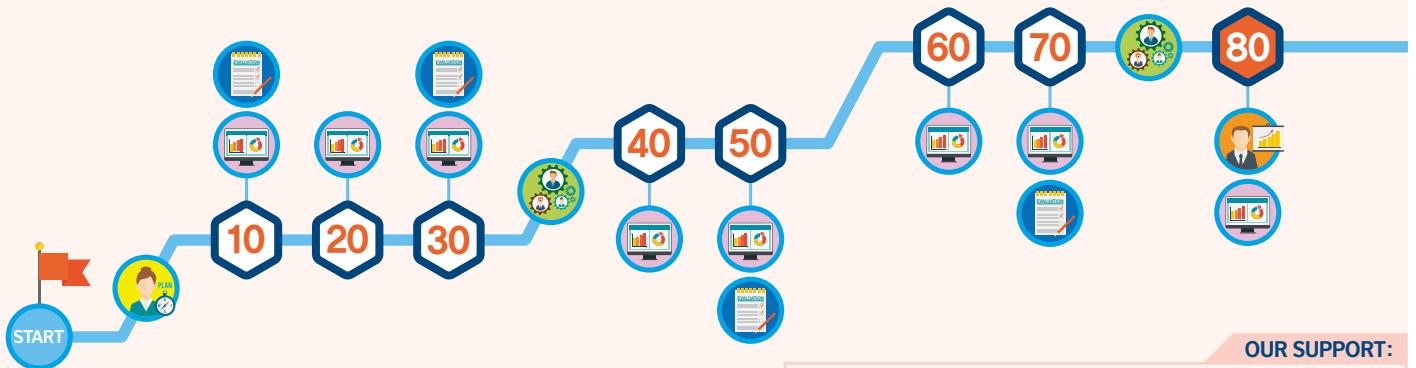
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myClass Upper-Intermediate has lessons on education, academic skills, living and studying abroad, study and group work skills and writing academically. Look out for these icons and themes on the myClass website. Remember that every lesson you take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

Icons and themes to look for	List of lessons
 <b>Having your say</b>	<input type="checkbox"/> Education and choice <input type="checkbox"/> Essay writing <input type="checkbox"/> Assessment: Is it fair? <input type="checkbox"/> The right personality
 <b>Different perspectives</b>	<input type="checkbox"/> Clear signposting <input type="checkbox"/> The price of education <input type="checkbox"/> Academic forums <input type="checkbox"/> Wasted qualifications?
 <b>Attention to detail</b>	<input type="checkbox"/> Webinars <input type="checkbox"/> Field trips <input type="checkbox"/> What's involved? <input type="checkbox"/> Virtual investment
 <b>Saying what you think</b>	<input type="checkbox"/> Social media <input type="checkbox"/> Fair justice? <input type="checkbox"/> Illegal downloads <input type="checkbox"/> Ethics in the workplace
 <b>Standing out in group discussion</b>	<input type="checkbox"/> How's the learning going? <input type="checkbox"/> Justice and society <input type="checkbox"/> Gender issues <input type="checkbox"/> Mysteries of life
 <b>Understanding the media</b>	<input type="checkbox"/> Morality in the media <input type="checkbox"/> Learning something new <input type="checkbox"/> I saw it in the news <input type="checkbox"/> Discussing a documentary
 <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>Organising your writing</b>	<input type="checkbox"/> Describing processes <input type="checkbox"/> Comparing data <input type="checkbox"/> Cause and effect <input type="checkbox"/> Being persuasive
 <b>Nature and science</b>	<input type="checkbox"/> Are you a left or right-sided thinker? <input type="checkbox"/> Modern medicine <input type="checkbox"/> What's your take on plastic surgery? <input type="checkbox"/> I made the right choice
 <b>Describing the world around us</b>	<input type="checkbox"/> Pride in your achievements <input type="checkbox"/> When things don't go to plan <input type="checkbox"/> Explaining emotions <input type="checkbox"/> Do you regret?

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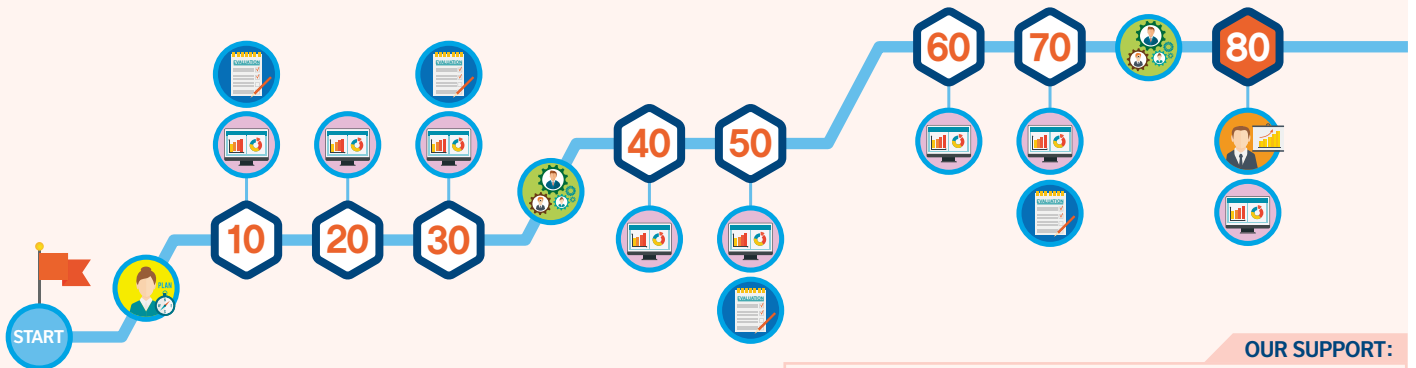
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Icons and themes to look for	List of lessons
 <b>Engaging in meaningful conversation</b>	<input type="checkbox"/> My life story <input type="checkbox"/> The symphony of sympathy <input type="checkbox"/> Offering advice the right way <input type="checkbox"/> I find that annoying
 <b>Sport</b>	<input type="checkbox"/> Taking up a sport <input type="checkbox"/> Sporting awards <input type="checkbox"/> Sporting events <input type="checkbox"/> Alternative sports
 <b>Festivals</b>	<input type="checkbox"/> Carnival time! <input type="checkbox"/> Music festivals <input type="checkbox"/> April fools! <input type="checkbox"/> Those crazy Brits!
 <b>Travel, culture and global trekking</b>	<input type="checkbox"/> Music makes me feel alive <input type="checkbox"/> Leisure and activities <input type="checkbox"/> Expressing a cultural opinion <input type="checkbox"/> Take the lead
 <b>Cultural pastimes</b>	<input type="checkbox"/> Hamming it up! <input type="checkbox"/> Sharing memories <input type="checkbox"/> Let's get quizzical <input type="checkbox"/> Typically British?
 <b>Communicate with confidence in public</b>	<input type="checkbox"/> Easy conversation with strangers <input type="checkbox"/> Making your opinion heard <input type="checkbox"/> Take awkward out of the equation <input type="checkbox"/> The year in review
 <b>The way we live</b>	<input type="checkbox"/> Nightmare neighbours <input type="checkbox"/> The good life <input type="checkbox"/> Who's to blame? <input type="checkbox"/> Cutting back
 <b>Celebrity culture</b>	<input type="checkbox"/> The fame game <input type="checkbox"/> I'm your greatest fan <input type="checkbox"/> Celebrity: What's your opinion? <input type="checkbox"/> Organising dinner
 <b>Let's go on holiday!</b>	<input type="checkbox"/> Hotel meet and greet <input type="checkbox"/> Change of plan <input type="checkbox"/> A nightmare holiday <input type="checkbox"/> The problem is ....
 <b>A big day out</b>	<input type="checkbox"/> Party at the festival! <input type="checkbox"/> An unforgettable occasion <input type="checkbox"/> What's your take on dating? <input type="checkbox"/> Is technology bad for us?