

Business Skills Development Course

Name: _____

	Date:	
Skills focus	<ul style="list-style-type: none">○ Speaking○ Listening○ Reading○ Writing	<ul style="list-style-type: none">○ Pronunciation○ Vocabulary○ Numeracy○ Computer skills
Lesson Summary / What I learnt today		
How I can use this at work & in my personal life		
Questions / comments for tutors		