**WEEKLY SCHEDULE 3032**

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| **WEEK 1**  **Febr.16-20** | Introduction to the course |
| **WEEK 2**  **Febr.23-27** | CULTURAL DIVERSITY and SOCIALIZING |
| **WEEK 3**  **March 2-6** | CULTURAL DIVERSITY and SOCIALIZING |
| **WEEK 4**  **March 9-13** | USING THE TELEPHONE |
| **WEEK 5**  **March 16-20** | INTERVIEWING |
| **WEEK 6**  **March 23-27** | INTERVIEWING and USING THE TELEPHONE  *(EXTRA WEEK TO COVER THE UNITS*) |
| **WEEK 7**  **March 30-Apr.3** | HOLDING MEETINGS & PROJECT PPRESENTATION INPUT  (Assigning students to start to do research about whom they will interview and prepare their questions for their presentations and bring their findings to the class the next week.) |
| **WEEK 8**  **April 6-10** | **MIDTERM** |
| **WEEK 9**  **April 13-17** | DELIVERING PRESENTATIONS |
| **WEEK 10**  **April 20-24**  **(Apr. 23 Thur. Official Holiday)** | DELIVERING PRESENTATIONS |
| **WEEK 11**  **Apr.27-May 1(May 1 Fri. Official Holiday)** | BUSINESS CORRESPONDENCE |
| **WEEK 12**  **May 4-8** | REPORT WRITING |
| **WEEK 13**  **May 11-15** | Student company presentations |
| **WEEK 14**  **May 18-22 (May 19 Tues. Official holiday)** | Student company presentations |
| **WEEK 15**  **May 25-29** | Student company presentations |