

# In Company 3.0: The fast-track map

An invaluable resource for the busy teacher, each level of *In Company 3.0* is now accompanied by a new fast-track map. In an increasingly time- and money-sensitive world, the number of hours dedicated to English teaching and study are being reduced. Yet expectations remain high! *In Company 3.0* allows students and teachers to reconcile this difference. The fast-track map provides a variety of different options for working with the course to assist teachers in accommodating their students' varying needs.

The fast-track map can be applied to a range of different teaching situations. For example:

- Company A demands that Felipe, a B1 student, is able to communicate in written and spoken English in order to deal with his monthly business trips to Canada. He will receive only 60 hours of English training.
- Company B has decided that Jean-Pierre, a B1+ student, must give a presentation to shareholders at an International Sales Conference in Hong Kong. He will receive only 40 hours of English training.
- Company C requests that Maria, an A2 student, must be able to understand and write emails to colleagues in India. She will receive only 30 hours of English training.

In each of these situations, the students need to develop the language and business skills required to meet their company's needs; and time is of the essence!

Despite the time pressure, most students will still require the support and structure a coursebook provides. With *In Company 3.0*, the fast-track map allows the teacher to select the most appropriate, useful and relevant material from each unit, in order to tailor the course to fulfil their students' learning objectives in the available time.

## How it works

Acknowledging the wide-ranging and varying needs of today's English students, the fast-track map gives the teacher the option of following one of three tracks:



- 1 The taster track** is exactly that – a little bit of everything. It includes a selection of all the skills covered in each unit. This track is for Felipe. (40–80 hour course)



- 2 The language practice track** focuses on listening and speaking skills. It includes a selection of listening and speaking activities from each unit. This track is for Jean-Pierre. (30–60 hour course)



- 3 The language input track** focuses on reading, grammar, vocabulary and writing skills. It includes a selection of reading, grammar, vocabulary and writing activities from each unit. This track is for Maria. (30–60 hour course)

In addition, each track also provides a comprehensive self-study plan, for students to enhance their learning outside the classroom.

Each track has two versions:



*Classic* fast-track: for longer classes (maximum 80 hours).



*Express* fast-track: for shorter classes (minimum 30 hours).

## Three easy steps

Working with the fast-track map is simple.

### 1 Objectives

- Evaluate the objectives of your class/students. These objectives are often imposed by the student's company.
- Choose the most appropriate track to match the established objectives. Think of Felipe, Jean-Pierre and Maria – which track is most suitable for your student's needs?
- Select the activities from your chosen track.

### 2 Length of course

- Choose activities from the *Express* track for shorter courses.
- Choose activities from the *Classic* track for longer courses.
- Do fewer or more activities from each track depending on the real time spent on activities.


### 3 Flexibility

- Mix and match from other tracks as needs evolve during the course. For example:
  - Felipe has an unexpected job interview; switch to Track 2: language practice.
  - Jean-Pierre is asked to write some reports; switch to Track 3: language input.
  - Maria has been given more training hours; switch to Track 1: taster track.

## The fast-track key

Letter codes are given to each activity to indicate their purpose.

#### Key:


**V** = vocabulary    **R** = reading    **L** = listening    **W** = writing  
**S** = speaking    **PB** = phrase bank    **F** = fluency    **G** = grammar  
**RP** = roleplay    **PRON** = pronunciation     = video

More than one code indicates that the activity is suitable for practising more than one skill.

Note: Codes may change from one track to another when the same activity is used to practise a different skill.

For example:

 **Language practice track** Unit 1 p6 **S** ex 2

 **Language input track** Unit 1 p6 **W** Ex 2

In addition, teachers will naturally make their own changes to adapt to real-life teaching situations. The fast-track map is intended as a guide, but individual student's needs should always be the priority.

## Why use the fast-track map?

The *In Company 3.0* fast-track map gives teachers the flexibility to work with the Student's Book whatever their teaching situation. By removing the time and stress from lesson-planning, it allows teachers to focus on what's really important: assessing their students' learning needs and allowing them to reach their goals.