

A starting allocation over 30 teaching weeks, weighted by each topic's syllabus statements and share of past-paper marks — adjust to your own calendar. The last column lists the Library material that already covers the topic. ;

Weeks	Topic	Subtopics	Library material
1–5	1. Reading skills	1.1, 1.2, 1.3, 1.4	Handout · 4 Learn lessons · Slide deck · Vocabulary list · 4 exercise sheets
6–9	2. Writing: purpose, audience and accuracy	2.1, 2.2, 2.3	Handout · 3 Learn lessons · Slide deck · Vocabulary list · 3 exercise sheets
10–11	3. Writing an informal email	3.1, 3.2, 3.3	Handout · 3 Learn lessons · Slide deck · Vocabulary list · 3 exercise sheets
12	4. Writing a formal letter or email	4.1, 4.2	Handout · 2 Learn lessons · Slide deck · Vocabulary list · 2 exercise sheets
13–14	5. Writing a report	5.1, 5.2	Handout · 2 Learn lessons · Slide deck · Vocabulary list · 2 exercise sheets
15–16	6. Writing an article	6.1, 6.2	Handout · 2 Learn lessons · Slide deck · Vocabulary list · 2 exercise sheets
17–18	7. Writing a review	7.1, 7.2	Handout · 2 Learn lessons · Slide deck · Vocabulary list · 2 exercise sheets
19	8. Writing an essay	8.1, 8.2	Handout · 2 Learn lessons · Slide deck · Vocabulary list · 2 exercise sheets
20–28	9. Listening skills	9.1, 9.2, 9.3	Handout · 3 Learn lessons · Slide deck · Vocabulary list · 3 exercise sheets
29	10. Speaking skills	10.1, 10.2	Handout · 2 Learn lessons · Slide deck · Vocabulary list · 2 exercise sheets
30	11. Vocabulary and text types	11.1, 11.2	Handout · 2 Learn lessons · Slide deck · Vocabulary list · 2 exercise sheets