

COURSE OUTLINE

Business English for Communication Pre-intermediate level (64 hours)

1

Welcome to Our Company (1)

Business situation: a visitor

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Welcome to Our Company (2)

Grammar: around the now

3

Welcome to Our Company (3)

Listening/Speaking: ideal work places

4

Welcome to Our Company (4)

Vocabulary: describing people, places, and things

5

Welcome to Our Company (5)

Reading: an unusual workplace

6

Welcome to Our Company (6)

Culture: punctuality

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Business Communication (1)

Business situation: videoconferences

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Business Communication (2)

Grammar: obligations in the past

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Business Communication (3)

Listening/Speaking: communicating at work

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Business Communication (4)

Vocabulary: computers and the internet

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Business Communication (5)

Reading: Skype

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Business Communication (6)

Business writing: messages

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Mid-course checkpoint 1

Review of key concepts; Testing of learners' progress

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Products and Services (1)

Business situation: describing products

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Products and Services (2)

Grammar: where it's made, how it's used

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Products and Services (3)

Listening/Speaking: describing services

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Products and Services (4)

Vocabulary: describing products

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Products and Services (5)

Reading: wearable technology

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Products and Services (6)

Culture: stereotypes

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Targeting the Customer (1)

Business situation: advertising

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Targeting the Customer (2)

Grammar: conditions

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Targeting the Customer(3)

Listening/Speaking: commercials

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Targeting the Customer (4)

Vocabulary: advertising words

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Targeting the Customer (5)

Reading: advertising trends

25

Targeting the Customer (6)

Business writing: formal and informal language

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Mid-course checkpoint 2

Review of key concepts; Testing of learners' progress

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Achievements (1)

Business situation: presenting facts and figures

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Achievements (2)

Grammar: experience and duration

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Achievements (3)

Listening/Speaking: talking about achievements

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Achievements (4)

Vocabulary: graphs and charts

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Achievements (5)

Reading: successful businesspeople

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Achievements (6)

Culture: hand signals

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How Would You Like to Pay? (1)

Business situation: banks and services

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How Would You Like to Pay? (2)

Grammar: descriptions

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How Would You Like to Pay? (3)

Listening/Speaking: a company and its money

36

How Would You Like to Pay? (4)

Vocabulary: dealing with money and currencies

37

How Would You Like to Pay? (5)

Reading: group buying

38

How Would You Like to Pay? (6)

Business writing: report on a sales trip

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Future Trends (1)

Business situation: top jobs for the future

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Future Trends (2)

Grammar: in the future

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Future Trends (3)

Listening/Speaking: the future of education

42

Future Trends (4)

Vocabulary: university and work

43

Future Trends (5)

Reading: tomorrow's cities

44

Future Trends (6)

Culture: names and titles

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Mid-course checkpoint 3

Review of key concepts; Testing of learners' progress

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When Things Go Wrong (1)

Business situation: dealing with a complaint

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When Things Go Wrong (2)

Grammar: negotiations

48

When Things Go Wrong (3)

Listening/Speaking: making complaints

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When Things Go Wrong (4)

Vocabulary: apologies

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When Things Go Wrong (5)

Reading: solving problems with a smile

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When Things Go Wrong(6)

Business writing: responding to a complaint

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Socializing (1)

Business situation: networking

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Socializing (2)

Grammar: finished or unfinished activities

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Socializing (3)

Listening/Speaking: planning a social program

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Socializing (4)

Vocabulary: polite phrases for socializing

56

Socializing (5)

Reading: social or antisocial networks?

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Socializing (6)

Culture: gift taboos

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Next on the Agenda (1)

Business situation: organizing a meeting

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Next on the Agenda (2)

Grammar: probability

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Next on the Agenda (3)

Listening/Speaking: meeting styles

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Next on the Agenda (4)

Vocabulary: prefixes

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Next on the Agenda (5)

Reading: Japanese meeting etiquette

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Next on the Agenda (6)

Business writing: writing an agenda

64

End-course checkpoint

Review of key concepts; Testing of learners' progress