

IDIOMAS - INGLÉS DE NEGOCIOS

Duración: 30 horas

Metodología: Online

Financiación: Bonificable

INGLÉS TÉCNICO PARA LOGÍSTICA

Descripción

Este curso de Inglés Técnico para Logística se centra en el uso del inglés aplicado a entornos internacionales de trabajo en el ámbito logístico. A lo largo de la formación se trabajan las expresiones formales y habituales, junto con el vocabulario y la gramática propios del sector, para comunicarse con mayor seguridad y precisión en la gestión logística y en las relaciones profesionales internacionales.

Objetivos

- » This course aims to prepare the learner with the basic tools to carry out tasks in international work environments in English, with knowledge of the most common formal and everyday expressions. By the end of the course the learner will have studied the language necessary to feel confident when discussing the most important technical details of international logistics management.

Programa

Unit 1: Formal and everyday expressions in logistical operations

- » Using different registers in business relationships
- » Grammar - Courtesy, making requests, interrupting, confirming
- » Using the appropriate register in different areas of business
- » General areas of business / Grammar and vocabulary related to business situations
- » Logistics vocabulary
- » Test exercises

Unit 2: Document management in international trade

- » Giving instructions
- » International commercial transactions
- » Proof of delivery & Fax
- » Purchasing order
- » Administration. Bills and Invoices
- » Requesting payment
- » Buying and selling from catalogues / Writing a cheque
- » Test exercises

Unit 3: Customer service

- » Terminology related to international operations
- » Exchanging information & Correspondence
- » Making an order
- » Administration. Taking messages
- » Useful expressions and vocabulary
- » Management. Complaints
- » Test exercises

Unit 4: Commercialisation of logistics services

- » Do's and Don'ts of International Business
- » Sales meeting - Specific vocabulary
- » Negotiation with providers and professionals: Problems with Delivery Suppliers
- » Describing a product
- » The right media to promote your business
- » Test exercises

Unit 5: Formal written communication

- » Written Correspondence
- » Informal e-mails
- » Formal e-mails and letters
- » Writing a report
- » Presentations
- » Test exercises

Unit 6: Managing the internationalisation of logistics services

- » Global English
- » Cultures around the world
- » Incoterms
- » International Logistics Services - Documentation
- » Import and export - A company and its service
- » Departures, Arrivals & Useful Terms 1
- » Test exercises