

IDIOMAS - INGLÉS DE NEGOCIOS

Duración: 10 horas

Metodología: Online

Financiación: Bonificable

MODULE ONLY BUSINESS - LEVEL A2 - COURSE 1

Descripción

Este curso Module Only Business está orientado a reforzar competencias clave del ámbito empresarial, abordando contenidos prácticos centrados en la gestión, la toma de decisiones y el desarrollo profesional, con un enfoque aplicado a la realidad del entorno de negocio actual.

Objetivos

- » En este bloque, el alumno consolidará el material del bloque anterior y continuará la transición de A1 a A2 desde Breakthrough hasta Waystage. El contenido del curso sigue siendo funcional y se centra por completo en mejorar la independencia del alumno en todas las áreas. En este bloque, se presenta al alumno los verbos modales de habilidad, las preposiciones extendidas y las formas presentes simples de muchos verbos comunes. El uso de una variedad de ejercicios abarca diferentes estilos de aprendizaje y garantiza una cobertura completa de los temas tratados.

Programa

The company secretary

- » telephone role-plays in an office to practice basic telephone expressions.
- » Telephone language: Who's calling?, isn't here, can I take your name?, Can you hold the line? I'll put you through, take/leave a message.

Where's my pen?

- » Possessive adjectives and pronouns.
- » Prepositions of place: in, on, under, next to, behind.
- » Expressions we use at work: it's up to you, what about..?, look on the internet, throw away.

Where is the manager's office?

- » Introduction to some common expressions we can use at work.
- » Giving directions around a building: turn, go, left, right, at the end, straight on.
- » Vocabulary for different places in a building: lift, floor, corridor, open plan office, coffee machine.

Responsibilities

- » Practice using: (Don't) Have to, can/can't (permission) to talk about the things we have to do at work.
- » More verb/noun partnerships: meet a deadline, target, prepare for a business trip, wear protective clothing.

How many messages?

- » Describing quantity using: both, enough, some, many, few, a lot (of) etc
- » Organizing a meeting, asking for information
- » Role-play a telephone conversation to reserve a hotel room over the telephone.

Business trip

- » Extended speaking practice through role-plays about different travel situations: reserving tickets with a travel agent, checking in at the airport and arriving at a hotel.

Health and safety - An accident at work

- » In this lesson the student will learn about issues related to health and safety at work.
- » The student will learn about standard work practices to prevent accidents and eliminate risk.
- » The student will learn what to do if there is an accident at work.
- » In addition the student will practice vocabulary related to this topic and consolidate the use of imperatives to give instructions and orders.