

## IDIOMAS - INGLÉS DE NEGOCIOS

**Duración:** 10 horas

**Metodología:** Online

**Financiación:** Bonificable

### MODULE ONLY BUSINESS - LEVEL B1 - 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 de los Bloques anteriores y comenzará la transición de A2 a B1. 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 introduce al alumno a los usos contrastantes de los tiempos verbales cubiertos hasta ahora, como Presente continuo para planes futuros con Going to para intenciones. Al igual que con los otros bloques del curso, hay una práctica frecuente de pronunciación y el alumno está expuesto a sonidos largos y cortos, terminaciones de tiempo pasado regulares correctas, así como práctica de vocabulario general y nivel de oración. El uso de una variedad de ejercicios abarca diferentes estilos de aprendizaje y garantiza una cobertura completa de los temas tratados.

## Programa

### Performance appraisal

- » Talk about the different parts of a performance appraisal, past achievements and future plans, intentions and ambitions as well as discuss our strengths and weaknesses.
- » Role-play a short performance appraisal using notes.

### Job interview

- » Talk about ways to find a job and the interview process.
- » Common vocabulary: to apply for a job, fill in a form, work history, impressive, gaps in employment, to take a year out/gap year, to do voluntary work/work experience, qualifications.
- » Role-play a short job interview.

### Around the office III

- » An extension of the typical language we use when working in English.
- » Common phrasal verbs: to stand in for, to set up, take over, hurry up, look over and help out
- » Business vocabulary extension: invoice, quote, bill, bank transfer, latest, out of date, supplier.

### An informal meeting

- » Expressing agreement and disagreement in an informal situation: so do I, me too, I can't agree to that, I'm sorry but...
- » More ways to express quantity: either/neither, a lot of, enough, too many.
- » Using the new vocabulary in a role-play of an informal meeting.

### Making an order

- » Using the first conditional to role-play an order over the telephone.
- » Polite English: do you think you could..?, what about +ing, could you tell me...?, If we...will you...? Discount, percent %

### Organising an agenda

- » Talking about future plans and arrangements as well as the very recent past.
- » Present perfect with: just, for, since.
- » Present continuous for fixed future plans.
- » Expressions: to be on/get off the phone to someone, to take a call, to re-arrange, to call off, to put off, to fit someone in.

### A trade fair - Watch out for your competitors

- » In this lesson the student will learn about how to set up a stand at a trade fair and how competitors react to the company's product campaign.
- » In addition the student will practice the vocabulary related to this topic, which presents and consolidates the language of trade fairs and marketing stands, pros and cons, deciding tasks and responsibilities, standard procedure at trade fairs and unique selling points for the products they market and sell, in context using everyday language of definition and clarification.

### You've got mail:

- » In this section the student will answer the spoken questions the tutor has prepared and plan and write an email following the tutor's written instructions
- » The tutor will give feedback on this work.