

# **BUSINESS-ORIENTED ENGLISH COURSE**

## **LEVEL: ELEMENTARY**

### **Grammar:**

Verb tenses: present simple, present continuous, present perfect, past simple, future simple and *be going to*;

modal verbs: can/can't/have to/don't have to;

there is/there are, have got;

comparatives and superlatives;

countable and uncountable nouns, quantifiers;

prepositions: time and place;

### **Vocabulary:**

countries and nationalities;

numbers 0 – 1000;

daily activities verbs;

telling the time and the dates;

travelling: airports and hotels, describing cities;

collocations about work; describing a company;

### **Skills:**

introducing yourself professionally;

writing emails;

telephoning, taking messages;

giving presentations: describing graphs and charts;

dealing with complaints;

### **Functions:**

networking: saying hello and goodbye, introducing people, welcoming a visitor;

travelling: checking information; giving and getting directions, making arrangements,

recommending places to visit, invitations;

offers and requests: ordering food and drinks;

work: giving opinions, discussing progress.

### **Possible extra activities:**

Listening comprehension: watching trailers;

Reading comprehension: reading a piece of article from a magazine

Speaking activity: taboo in teams

Spelling race

Writing a review