

BUSINESS-ORIENTED ENGLISH COURSE

LEVEL: INTERMEDIATE

Grammar:

Verb tenses: present simple vs. present continuous, present perfect simple and continuous, past simple, past continuous and past perfect, future simple;
modal verbs for obligation and modal verbs for possibilities and deductions;
conditionals: zero, first, second and third;
the passive voice;
making comparisons;
relative clauses;

Vocabulary:

using the internet and social networks;
phrasal verbs;
describing cause and effect;
idioms, word-building and noun formation;
describing cities: -ing and -ed adjectives;
-ing or infinitive verbs;
money and finance;
describing a product journey;
at work: describing personal qualities, changing careers;

Skills:

writing a professional profile;
writing emails;
telephoning;
giving presentations: using visual aids, structuring a talk;
time management;
work: applying for a job, getting ready for a job interview, teleconferencing and video conferences;

Functions:

networking;
meetings: checking progress and delegating tasks, giving opinions, giving advice and suggestions, describing problems and finding solutions, discussing and reaching agreements, checking understanding and clarifying, making arrangements;
changing plans, catching up;

Possible extra activities:

Listening comprehension: watching videos (trailers or superhero syndrome);
Reading comprehension: reading a piece of article from a magazine
Speaking activity: preparing a short presentation in groups;
Writing activity: creating a LinkedIn profile in English.