



MODULE ONLY BUSINESS - LEVEL B1 - COURSE 2

DURACIÓN: 10 horas

CRÉDITOS ECTS: 0

OBJETIVOS

En este bloque, el alumno consolidará el material de los Bloques anteriores y comenzará la transición de B1 a un B2 sólido. El contenido del curso sigue siendo funcional y se centra por completo en mejorar la independencia del alumno en todas las áreas, especialmente en situaciones como viajes y alojamiento, expresarse y responder preguntas. En este bloque, el alumno practicará los tiempos narrativos (Pasado simple, Pasado continuo y Presente perfecto) y comenzará a practicar cómo volver a contar experiencias personales e historias de viajes o eventos pasados..

PROGRAMA CONTENIDOS

Business correspondence

1. Focus on emails and telephone calls to make a complaint.
2. Role-play to describe a problem.
3. General business vocabulary: order, delivery, to dispatch, to be faulty/damaged, postage, refund.

Presenting a company

1. An introduction to the language of presentations, referring to graphics and charts.
2. Listen to an example of a short presentation.

3. Guided speaking practice: presenting a small company using given information.

Consultant

1. Discuss the role of consultants and their place in modern companies.
2. Vocabulary: chain of command, to be in charge of/responsible for, to lead a team, give advice, efficiency, motivation, productivity, suggest solutions
3. Speaking practice: play the part of a consultant giving advice using should and must.

Dealing with clients

1. Extended speaking practice. Making and dealing with complaints over the telephone.
2. Making suggestions: We could?, how about..? What if..?
3. Apologising: I'm terribly sorry, I'm afraid, I agree, I see your point.

What went wrong?

1. Using common irregular verbs to talk about the past.
2. Speaking practice: telling short anecdotes.
3. Expressing causes and consequences: so that, because, in order to, as a result.

Choosing a conference venue

1. Expressing preferences: far better/worse than, way too+ adj?
2. Comparing venues and facilities in a role-play about two different conference centres.
3. Talking about consequences using the first conditional.

Renting a car and van for a trade fair - Get good insurance

1. In this lesson the student will learn how to negotiate a deal on hiring vehicles for a trade fair.

2. In addition the student will learn vocabulary related to the field of car hire and the types of vans available.
3. The student will also learn the structure 'to be going to' for future plans.

You've got mail:

1. 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
2. The tutor will give feedback on this work.