



MODULE: BUSINESS MANAGEMENT

DURACIÓN: 40 horas

CRÉDITOS ECTS: 0

OBJETIVOS

In this, the introductory level of the course, the student is supplied with the language necessary to carry out essential business communication in the management department.

Functions such as: exchanging personal information, describing jobs, giving instructions, making an order, giving the company rules, carrying job interviews and basic expressions used in the management department are introduced and practiced through guided role-plays, reading texts and open questions.

The student will use structures such as the present simple and continuous to compare and contrast habitual and temporary activities, comparative adjectives to evaluate companies, the past simple to talk about past habits and the present perfect simple to refer to the recent past.

The student will be able to communicate fluently both verbally and in writing with clients, colleagues and other interlocutors, attending to their needs both in person, over the telephone and by email in order to carry out the relevant administrative tasks efficiently. Students will learn to analyze the competitors and present their company with fluency.

There is also extensive practice of spelling, saying numbers and the correct pronunciation of new vocabulary.

PROGRAMA CONTENIDOS

Business Management

1. Management. Business Introductions
2. Management. What do they do?
3. Management. Company rules
4. Management. A business lunch
5. Management. Giving Instructions
6. Management. Responsibilities
7. Management. Health and safety - An accident at work (British version)
8. Management. Health and safety - An accident at work (American version)
9. Management. Around the office I
10. Management. Business trip
11. Management. Comparing companies
12. Management. Job interview
13. Management. Making an order
14. Management. Buying and selling from catalogues / Writing a cheque
15. Management. A trade fair - Watch out for your competitors (British version)
16. Management. A trade fair - Watch out for your competitors (American version)
17. Management. Around the office II
18. Management. Presenting a company
19. Management. Dealing with clients
20. Management. Complaint

- 21. Management. What went wrong?
- 22. Management. Choosing a conference venue
- 23. Management. Taking a company to court - Is it worth it? (British version)
- 24. Management. Taking a company to court - Is it worth it? (American version)
- 25. Management. Around the office III