

## Business English

	<u>Description</u>	Listening	Speaking	Reading	Writing
BE WK 1	<b>Greetings, introductions and goodbyes</b> Learn to greet, introduce yourself, others and say goodbye.	X	X		
BE WK 1	<b>Small talk</b> Learn to master small talk when doing business with English people. Learn the body language and unspoken rules.	X	X		
BE WK 1	<b>Networking</b> Learn to master networking in English. Learn the body language and unspoken rules.	X	X	X	
BE WK 1	<b>Types of jobs</b> Learn how to talk about your job and what you do.	X	X		
BE WK 1	<b>Work place</b> Learn how to describe your place of work.	X	X		X
BE WK 1	<b>Teamwork</b> Learn how to work in teams.	X	X		X
BE WK 1	<b>Cultural differences</b> Learn about business etiquettes and cultural differences.		X	X	
BE WK 1	<b>English jokes</b> Talking about jokes at work.		X	X	
BE WK 1	<b>Communication</b> General business communication and important phrases.	X	X	X	
BE WK 1	<b>Business lunches</b> Traditional English food and business arrangements involving meals.	X	X	X	
BE WK 1	<b>Business travel</b> Travelling with a colleague, types of travel.		X	X	X
BE WK 1	<b>Business Letters</b> Learn the differences between formal and informal letter writing within business.				X
BE WK 1	<b>Emails</b> Learn the differences between formal and informal emails.		X	X	
BE WK 1	<b>Memos</b> Learn the differences between formal and informal memos.		X	X	
BE WK 1	<b>Numbers and values</b> Reading figures.	X	X	X	
	<b>Currency</b> The vocabulary of currency.	X	X	X	
BE WK 1	<b>Telephoning</b> How to answer and converse on the telephone, apply the phonetic alphabet and using polite phrases.	X	X		
BE WK 1	<b>Meetings; Agenda</b> Learn how to prepare the agenda for a meeting.	X	X	X	X
BE WK 1	<b>Meetings; Minutes</b> Learn how to write the minutes of a meeting.				X
BE WK 1	<b>Meetings; Chair a meeting</b> Learn how to chair a meeting.		X		
BE WK 2	<b>Arrangements</b> Prepare your UK visitor/business partners stay in your country, write the invitation, programme and Thank-you note in English.				X
	<b>Entertaining a visitor/business partner</b> Learn the do's and don'ts of entertaining UK visitors or business partners when they are in your country.	X	X		X
BE WK 2	<b>Environment</b> Learn to discuss environmental issues.	X	X		
BE WK 2	<b>Globalization</b> Learn to discuss globalization.	X	X		
BE WK 2	<b>Presentations</b> Learn the steps from preparations to holding a presentation, dealing with interruptions and Q&A sessions afterwards.	X	X		X
BE WK 2	<b>Incoterms</b> Learn the difference between the most commonly used Inco terms, when trading internationally.	x	X	X	X
BE WK 2	<b>Place an order</b> How to structure a written order, appropriate phrases, vocabulary and correcting mistakes/wrong deliveries.				X
BE WK 2	<b>Business quote</b> How to write and structure a formal offer/quote, phrases and vocabulary.				X
	<b>Letter of complaint</b> How to write a formal letter of complaint and describe what the outcome of the complaint should be.				X
	<b>Common english mistakes</b> How to avoid the most common English mistakes.	X	X		
BE WK 2	<b>Formal vs. Informal</b> Learn the differences between formal and informal vocabulary and phrases within a verbal context.	X	X	X	
BE WK 2	<b>Charities</b> Learn to talk about charities and charity work.		X		
BE WK 2	<b>Human Resources</b> Learn relevant business vocabulary for a company's human resources.		X	X	
BE WK 2	<b>Going to the bank</b> Useful phrases and vocabulary for when you visit the bank.	X	X	X	
BE WK 2	<b>Negotiations</b> Prepare and participate in negotiations, in an international context, with different styles and closing the negotiation in English.	X	X	X	X
	<b>Pick your own topic</b> If you need to know, understand and be able to write and talk about a certain topic within your field of work or interests, like football, accounting, customer service, transport, marketing, medical, legal and finance, you can learn how to use your special vocabulary correctly. Write your topic or special vocabulary in the box below.	X	X	X	X

## General English

	<u>Description</u>	Listening	Speaking	Reading	Writing
GE WK 1	<b>Greetings, introductions and goodbyes</b> Learn to greet, introduce yourself, others and say goodbye.	X	X		
GE WK 1	<b>The time</b> Learn how to tell the time in English.	X	X	X	X
GE WK 1	<b>Polite phrases</b> Learn polite phrases, idioms and sayings.	X	X	X	
	<b>Small talk and tabu topics</b> Learn to manage social situations with small talk, and avoid tabu topics with English people or in the UK.	X	X		
	<b>English manners and PC behaviour at present</b> Learn the english manners and politically correct behaviour at present.	X	X		
	<b>Communicating and discussing politely</b> Learn how to communicate and discuss politely in English.	X	X		
GE WK 1	<b>Useful phrases</b> Learn useful and common phrases.		X	X	
GE WK 1	<b>Agree - disagree</b> Learn how to agree and disagree politely in English.		X		
GE WK 1	<b>Letters and emails</b> Learn the differences between formal and informal letter writing, emails and correspondance.			X	X
	<b>Sound Chart and use of dictionary</b> Learn to pronounce the sounds, needed to speak English and to understand the sound chart in the dictionary.	X	X	X	
	<b>Cardinal and ordinal numbers</b> Learn the cardinal and ordinal numbers in English, read, hear and pronounce the figures correctly.	X	X	X	
GE WK 1	<b>Directions</b> Learn the vocabulary and phrases, like asking for/giving directions.	X	X	X	X
GE WK 1	<b>Pubs and drinks</b> Learn about England's pub culture, food and drinks.	X	X	X	
	<b>The weather</b> Learn how to talk about and understand the weather and weather forecast in English.	X	X	X	X
GE WK 1	<b>Holidays</b> Learn how to talk about previous holidays and where in the world you have been.		X		X
GE WK 1	<b>Shopping list</b> Learn vocabulary for supermarket items; food and drink.		X	X	X
GE WK 2	<b>Local News/media</b> Reading the newspaper, dicussing the news and skimming texts.		X	X	
GE WK 2	<b>Hobbies</b> Learn to talk about your hobbies.		X		
GE WK 2	<b>The Environment</b> Learn to dicuss environment issues.		X	X	
GE WK 2	<b>Culture in your country</b> Cultural differences between the UK and other countries		X	X	X
GE WK 2	<b>Clothes sizes</b> Shopping in England, learn clothes sizes.		X	X	
GE WK 2	<b>Entertainment</b> Learn about types of entertainment.	X	X		X
GE WK 2	<b>Songs and lyrics</b> Listening excercises through songs and lyrics.	X		X	
GE WK 2	<b>Films</b> Film genres and favourite movies.	X		X	X
GE WK 2	<b>Visit the doctor</b> Learn how to communicate when visiting the doctor.	X	X		X

