

Business English

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



General English

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



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Grammar

Module

Description Listening Speaking Reading Writing Х Past tenses Learn when to use the 5 different forms of the past tense. Х Present tenses Learn when to use the 5 different forms of the present tense. **Future tenses** Learn when to use the future tense. Χ Conditionals type 1, 2 and 3 Learn the different types and when to use which type. Χ Comparatitives and superlatives Χ Learn the vocabulary rules of comparison.

Active and Passive Learn the difference between active and passive forms and when to use them correctly. Modal verbs Know all about the different modal verbs.

Prepositions Learn the most common prepositions. **Apostrophes** Learn the basic apostrophe rules.

Irregular verbs Learn how to use the most common irregular verbs.

Difference a and an / the Learn when to use the articles correctly.

Reported speech Learn reported speech.

Punctuation Know the basic rules for using punctuation. **Capital letters** Learn in which cases you have to capitalise letters. Adjectives and adverbs Understanding how to use adjectives and adverbs.

Demonstratives Learn demonstratives.

Word syllables and stress patterns, speech Learn the melody of the English language, intonation and stress patterns.

Countable and uncountable nouns Learn when to use countable and uncountable nouns.

Nouns Learn how to use nouns.

Excursions

Half day Whole day **Brighton and Lewes** London

The Sea-life Centre, Brighton Big Ben and Westminster, London

The Royal Pavilion and Arts Museum, Brighton London Eve

Brighton Wheel The National Galleries, London

Brighton Pier Tate Gallery, London

The Lanes, Brighton St Paul's Cathedral, London

Churchill Shopping Centre, Brighton The Globe Theatre **Brighton Toy Museum** Tower of London Worthing Pier and shopping Covent Garden, London Lewes Castle Buckingham Palace, London

Ann of Cleves House, Lewes London zoo

Rottingdean Village Natural History Museum, London **Arundel Castle**

Seven Sisters

Newhaven Fort Lord Nelson, Portsmouth

Mary Rose ship, Portsmouth

GunWarf Key shopping center, Portsmouth

Arundel Castle

Portsmounth