



## **EMPRENDEDORES: INGLÉS DE NEGOCIOS**

DURACIÓN: 50 horas

CRÉDITOS ECTS: 0

## **OBJETIVOS**

- Adquirir los conocimientos necesarios del idioma para poder llevar a cabo la comunicación en un contexto empresarial o de negocios.
- Estudiar estructuras verbales y adjetivos para evaluar compañías.
- Practicar la ortografía, números y la correcta pronunciación de nuevo vocabulario.

## **PROGRAMA CONTENIDOS**

- 1. Business Introductions
- 2. A new colleague at work
- 3. Email problems
- 4. What do they do?
- 5. Around the office
- 6. International business
- 7. Starting work Where are the departments?
- 8. You've got mail:
- 9. 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
- 10. The tutor will give feedback on this work.

- 11. Starting work Where are the departments? 12. A business lunch 13. Company rules 14. Working life 15. What?s my job? 16. A busy day at the office 17. Fire drill - There is a fire! 18. The company secretary 19. Where?s my pen? 20. Where is the manager?s office? 21. Responsibilities 22. How many messages? 23. Business trip 24. Health and safety - An accident at work 25. How was the trip? 26. Comparing companies 27. He?s talking to the boss
  - 29. A guest at work

28. What time is the meeting?

- 30. My last job
- 31. It isn't working!
- 32. Office
- 33. Typical Situation. Office
- 34. Performance appraisal
- 35. Job interview

- 36. An informal meeting
- 37. Making an order
- 38. Organising an agenda
- 39. A trade fair Watch out for your competitors
- 40. Business correspondence
- 41. Presenting a company
- 42. Consultant
- 43. Dealing with clients
- 44. What went wrong?
- 45. Choosing a conference venue
- 46. Renting a car and van for a trade fair Get good insurance
- 49. Working away
- 47. Can I take a message?
- 48. How much?!
- 49. Prices will go up
- 50. From start to finish
- 51. Review
- 52. Taking a company to court Is it worth it?