



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