



MODULE ONLY BUSINESS - LEVEL A1 - COURSE 1

DURACIÓN: 10 horas

CRÉDITOS ECTS: 0

OBJETIVOS

En este, el nivel introductorio del curso, se proporciona al estudiante el lenguaje necesario para llevar a cabo la comunicación comercial esencial.

Funciones tales como: intercambiar información personal, describir trabajos, dar instrucciones, hacer un pedido y expresiones básicas de viaje se introducen y practican a través de juegos de roles guiados, lectura de textos y preguntas abiertas.

El alumno utilizará estructuras como el presente simple y continuo para comparar y contrastar actividades habituales y temporales, adjetivos comparativos para evaluar empresas, el pasado simple para hablar de hábitos pasados ??y el presente perfecto simple para referirse al pasado reciente.

PROGRAMA CONTENIDOS

Business Introductions

1. Learners practice introducing themselves and others

A new colleague at work

1. Asking for and giving basic, personal information.

2. Exchanging names, nationality, age and profession

Email problems

1. Spelling and correcting errors in written English.
2. Giving information about names, ages and jobs.
3. Role-play the first meeting between two strangers

What do they do?

Talking about different jobs and nationalities.

Extended speaking practice: introducing people to each other and talking about the places people work

Around the office I

1. Identifying the typical objects we use in an office.
2. Role-play over the telephone: placing an order for office supplies.
3. Describing clothes we wear at work: shirt, skirt, trousers, tie, jacket, shoes and uniform.

International business

1. Vocabulary for different countries and currencies: Euro, Yen, Dollar, Yuan, Australian dollar.
2. Asking for and saying prices: How much is??, Numbers 1-50
3. Airport vocabulary: check-in, entrance, gate, café, toilet, information desk.

Starting work - Where are the departments?

1. In this lesson the student will learn about the location of different departments in a company building and hear brief descriptions about what each department does. In addition the student will learn vocabulary related to this area such as particular department names, prepositions of place and directions

2. You've got mail:

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

The tutor will give feedback on this work.