

Inglés empresarial

Objetivo

Resolver con fluidez situaciones empresariales en inglés mediante la comprensión y expresión oral y escrita.

Qué trabajarás

Registros profesionales, estructura de empresa, funciones, llamadas, correspondencia, viajes y errores frecuentes.

60 Horas de teoría.

B1 Nivel MCER recomendado.

7 Unidades.

Programa del curso

Unit 1: The Language of Business

- 01 1.1 - Using different registers in business relationships: Company - Company; Company - Client; Company - Supplier
Function - Greetings Function - Recognising formal / informal register
- 02 1.2 Using the appropriate register in different areas of business: Form Companies; Mergers; Temporary Business Unions; Agree deliveries; Payment Methods; Set deadlines
Function - using appropriate register in various business situations
- 03 1.3 General areas of business / Grammar and vocabulary related to business situations
Function - Describing sectors / areas of business and the roles within them
- 04 Test exercises

Unit 2: Company structure

- 05 2.1 Describing company structure / Specific vocabulary and phrases
Function - Describing the structure of a company
- 06 2.2 Organisation charts. Articles
Grammar - Articles Function - Using organisation charts to describe a company

Unit 2: Company structure · cont.

- 07 2.3 Company departments. Present continuous
Grammar - Present continuous Function - Describing functions of different departments in a company
- 08 2.4 Writing a Personal Statement / Adverbs of time
Grammar - Adverbs of time Function - Writing a personal statement. Useful phrases and vocabulary
- 09 Test exercises

Unit 3: Our Company

- 10 3.1 Describing your position and workplace. There is / There are
Grammar - There is / There are Function - Describing a role / position
- 11 3.2 Giving directions / Countable and non-countable nouns / Quantifiers
Grammar - Countable and uncountable nouns; Quantifiers Function - Giving directions
- 12 3.3 Locating objects / Prepositions of place
Grammar - Locating objects Function - Prepositions of place
- 13 3.4 Describing itineraries / Structures with "How"
Grammar - How many / How much Function - Describing itineraries
- 14 3.5 Explaining timetables and schedules / Present continuous for future plans
Grammar - Present continuous for future plans Function: Explaining timetables and schedules
- 15 Test exercises

Unit 4: Telephone communication

- 16 4.1 Leaving and receiving voice messages / Related vocabulary
Function - Leaving and receiving voice messages
- 17 4.2 Organising meetings / Expressing future
Grammar - Future tenses Function - Organising meetings
- 18 4.3 Making an order
Function - Making an order
- 19 4.4 Asking for and providing information
Function - Requesting and providing information
- 20 Test exercises

Unit 5: Written Correspondence

- 21 5 - Written Correspondence
Function - Written correspondence
- 22 Test exercises

Unit 6: Business trips

- 23 6.1 Airport, booking, tickets, food, directions
Airport, booking, tickets, food, directions
- 24 6.2 Grammar - Courtesy, making requests, interrupting, confirming
Grammar - Courtesy, making requests, interrupting, confirming
- 25 6.3 Vocabulary - Polite words and phrases, food, ordinal numbers, asking for information and confirmation
Polite words and phrases, food, ordinal numbers, asking for information and confirmation
- 26 Test exercises

Unit 7: Frequent errors and false friends

- 27 7 - False friends and misunderstandings
General revision of words and structures that are easily confused False cognates / friends
- 28 Test exercises