

Inglés financiero

Objetivo

Informar y atender en inglés a clientes y terceros sobre cuestiones financieras con el vocabulario y las estructuras adecuados.

Qué trabajarás

Comunicación comercial y atención al cliente, productos y servicios, cifras, necesidades financieras, operaciones y revisión del inglés del sector.

150 Horas de teoría.

B1 Nivel MCER recomendado.

15 Unidades.

Programa del curso

Unit 1:

- 01** Greetings
to introduce and recycle vocabulary and structures through a series of interactive exercises such as word and sentence picture association, listening comprehension with short, realistic dialogues and student-led listening practice with the vocabulary items.
- 02** People
to consolidate what has been studied in the previous lessons through a series of interactive exercises.
- 03** Introducing yourself
to consolidate what has been studied in the previous lessons through a series of interactive exercises.
- 04** Test exercises
In the last lesson of this unit, students find a variety of exercises carefully chosen to consolidate and evaluate the language skills acquired in previous lessons.

Unit 2:

05 Meeting new people

The structures and functions are focused on: adjectives; the verb "to be" in affirmative; extended personal information; the correct use of subject pronouns; talking about countries; nationalities and every day expressions.

06 Where I'm from

to study and practice the target grammar and useful phrases through a series of interactive exercises covering the verb "to be" in affirmative; long and short forms; extended personal information; determiners: a/an; expressing similarity using also or too.

07 Pleased to meet you

to consolidate and review vocabulary and structures through a series of interactive exercises such as: listening and writing, pronunciation, listen and repeat, choose the correct word and complete the sentences, dub the film and choosing synonymous sentences.

08 Test exercises

In the last lesson of this unit, students find a variety of exercises carefully chosen to consolidate and evaluate the language skills acquired in previous lessons.

Unit 3:

09 First day at work

Structures and functions focus on an introduction to telling the time, the determiners: this, that, these and those, as well as, an introduction to days of the week.

10 Day and time

to study and practice the grammar through a series of interactive exercises.

11 When's the film?

to consolidate and review vocabulary, grammar and structures through a series of interactive exercises such as: pronunciation practice through listening and repeating, listening and taking notes, choosing the correct word or option, gap-filling.

12 Test exercises

In the last lesson of this unit, students find a variety of exercises carefully chosen to consolidate and evaluate the language skills acquired in previous lessons.

Unit 4: Customer Service

13 Cultures around the world

Vocabulary: Customs and traditions Skills: Talking about customs and traditions

14 Courtesy, making requests, interrupting, confirming

Grammar - Courtesy, making requests, interrupting, confirming

15 Using the appropriate register in different areas of business

Function - using appropriate register in various business situations

Unit 4: Customer Service · cont.

- 16 **It's about the order - Specific vocabulary**
This lesson gives examples and useful language for dealing with typical situations regarding orders.
- 17 **Gestures and manners**
This lesson looks at what different cultures around the world consider to be polite or unacceptable.
- 18 **Personal and Business mobile phones - Dialogue**
This lesson gives the learner the opportunity to answer some questions about how they use their mobile phone to communicate.
- 19 **Test exercises**
In the last lesson of this unit, students find a variety of exercises carefully chosen to consolidate and evaluate the language skills acquired in previous lessons.

Unit 5:

- 20 **I find it fascinating**
This lesson looks at arts & crafts vocabulary as well as how to use indirect questions and to express opinions.
- 21 **What they do**
to introduce and practice the target grammar through a series of interactive exercises using the present simple affirmative of common verbs needed to talk about daily activities, as well as, the numbers 13-30.
- 22 **Collocations - Do and make**
This lesson takes a deeper look at a range of common collocations with Make & Do.
- 23 **On Tuesdays**
to consolidate and review vocabulary, grammar and structures such as the present simple affirmative of common verbs, the vocabulary used to talk about breakfast, lunch, dinner, money and also the numbers 13-30.
- 24 **Talking about themselves**
Students will also participate in pronunciation practice at sentence level through listening and repetition.
- 25 **Test exercises**
In the last lesson of this unit, students find a variety of exercises carefully chosen to consolidate and evaluate the language skills acquired in previous lessons.

Unit 6:

- 26 **An appointment with the mayor**
The structures and their functions that are given provide an introduction to the content of the next lesson.

Unit 6: · cont.

- 27 **Day-to-day of a mayor**
to present and practice the target grammar and some useful phrases through a series of interactive exercises.
- 28 **Tell us about your day**
to consolidate and review vocabulary, grammar and structures through a series of interactive exercises such as: listening and writing; listening and repeating; arranging sentences; choosing the correct word or option, reading and writing: error correction.
- 29 **Test exercises**
In the last lesson of this unit, students find a variety of exercises carefully chosen to consolidate and evaluate the language skills acquired in previous lessons.

Unit 7: Presenting Products and Services

- 30 **Presenting the company**
This lesson shows an example of a brief company presentation as well as providing practice on irregular suffixes.
- 31 **Gaining new business**
This lesson gives some practical language for dealing with new customers and trying to get more business.
- 32 **Talking about businesses and services**
This lesson gives the learner a range of vocabulary to use when talking about businesses and services.
- 33 **Meeting at an investment conference**
This lesson shows a typical interaction between people who have just met.
- 34 **Mobile phone company - Typical situation**
This lesson shows an example of a telephone conversation with a mobile phone company to discuss pricing and deals.
- 35 **Sales meeting - Specific vocabulary**
This lesson contains exercises about formal and informal language as well as an example of a sales meeting between various people.
- 36 **Test exercises**
In the last lesson of this unit, students find a variety of exercises carefully chosen to consolidate and evaluate the language skills acquired in previous lessons.

Unit 8:

- 37 **How was your day?**
to introduce structures and vocabulary through a series of interactive exercises such as word/sentence-picture association, listening comprehension with short, realistic dialogues and student-led listening practice with the vocabulary items.

Unit 8: · cont.

- 38 **Better or worse**
to introduce, study and practice grammar, structures and vocabulary through a series of interactive exercises.
- 39 **What did you do last Saturday?**
to revise the grammar, structures and vocabulary covered in the lessons through a series of interactive exercises.
- 40 **Prefixes**
This lesson introduces the most common negative prefixes and provides practice at using them.
- 41 **Test exercises**
In the last lesson of this unit, students find a variety of exercises carefully chosen to consolidate and evaluate the language skills acquired in previous lessons.

Unit 9:

- 42 **What a mess! There was a party**
to introduce structures and vocabulary through a series of interactive exercises such as word/sentence-picture association, listening comprehension with short, realistic dialogues and student-led listening practice with the vocabulary items.
- 43 **There was an armchair**
to study and practice grammar and expressions.
- 44 **Modals - Deductions about the present**
This lesson focuses on how to use modal verbs to speculate about actions and scenes in the present.
- 45 **Were you at work this morning?**
to study and practice grammar and expressions.
- 46 **A long way to equality**
This lesson gives the learner extended practice with modal verbs as well as introducing the language necessary to discuss inequality.
- 47 **A flat to rent**
to consolidate the grammar, vocabulary and structures covered in the lessons through a series of interactive activities.
- 48 **Test exercises**
In the last lesson of this unit, students find a variety of exercises carefully chosen to consolidate and evaluate the language skills acquired in previous lessons.

Unit 10:

- 49 He is going to work at home**
to introduce and practice the grammar through a series of interactive exercises such as word/sentence-picture association, gap-filling activities, etc.
- 50 What are you doing nowadays?**
to review and consolidate the grammar, structures and vocabulary through a series of interactive exercises.
- 51 At work - Additional vocabulary**
This lesson provides students with additional materials to expand their knowledge of vocabulary on the subject of jobs and professions.
- 52 Test exercises**
In the last lesson of this unit, students find a variety of exercises carefully chosen to consolidate and evaluate the language skills acquired in previous lessons.

Unit 11: Presenting Facts and Figures

- 53 Banking terms and finance - Vocabulary practice**
This lesson presents the most important vocabulary used in the banking and finance sector.
- 54 Banking & Financial Language**
This lesson provides a comprehensive list of typical banking terms and expressions and exercises to practise.
- 55 Prepositions in banking language**
This lesson shows some common prepositions and phrasal verbs in a financial context.
- 56 Graphs and charts - Describing trends**
Vocabulary: oral presentations, referring to charts and graphs, talking about trends Skills: listening - dictation, gaps, comprehension Functions: oral presentations
- 57 Referring to charts and graphs**
Vocabulary: oral presentations, referring to charts and graphs, talking about trends, slides Skills: listening - comprehension, order the words Functions: oral presentations
- 58 Gerunds**
This lesson takes a look at the various uses of the gerund and has exercises to practice the different functions.
- 59 Test exercises**
In the last lesson of this unit, students find a variety of exercises carefully chosen to consolidate and evaluate the language skills acquired in previous lessons.

Unit 12:

- 60 **Returning to work**
to revise and consolidate the contents of the block through a variety of exercises and activities.
- 61 **The causative**
This lesson focuses on the structure and use of the causative to describe contracting services and outsourced tasks.
- 62 **This outfit matches**
to revise and consolidate the contents of the block through a variety of exercises and activities.
- 63 **Idioms for shopping and spending**
This lesson focuses on the colloquial expressions linked to shops and shopping.
- 64 **Test exercises**
In the last lesson of this unit, students find a variety of exercises carefully chosen to consolidate and evaluate the language skills acquired in previous lessons.

Unit 13:

- 65 **What if...?**
to learn and practice the target grammar as well as some more structures and vocabulary through a series of interactive exercises.
- 66 **You hardly know him**
to review and consolidate the grammar, structures and vocabulary covered in the lessons through a series of interactive exercises.
- 67 **Conditionals: Second**
This lesson provides practice with the second conditional, its structure and uses.
- 68 **If I were you...**
- 69 **Reported speech - Say and tell**
This lesson focuses on the use of say & tell in reported speech.
- 70 **Test exercises**
In the last lesson of this unit, students find a variety of exercises carefully chosen to consolidate and evaluate the language skills acquired in previous lessons.

Unit 14: Identifying a Company's Financial Needs and Objectives

- 71 **Identifying a Company's Financial Needs and Objectives**
This lesson looks at some of the ways that a company can use to identify its needs and objectives.
- 72 **Company Finances**
This lesson covers some of the essential vocabulary and concepts in relation to identifying the financial needs and objectives in a company.
- 73 **Banking terms and finance**
This lesson introduces some of the key vocabulary used in the financial sector.

Unit 14: Identifying a Company's Financial Needs and Objectives · cont.

- 74 **Setting up a business account**
This lesson gives the learner the opportunity to listen to the process of setting up a business account.
- 75 **Supply company - Dialogue**
This lesson looks at the language needed to deal with suppliers in a business context.
- 76 **The right media to promote your business**
The lesson presents different ways to promote a company. The learner will hear a meeting between colleagues who are evaluating the best way to make their company more visible.
- 77 **Test exercises**
In the last lesson of this unit, students find a variety of exercises carefully chosen to consolidate and evaluate the language skills acquired in previous lessons.

Unit 15: English for the Financial Sector - Revision

- 78 **Customer Service - Revision**
A review of the language used when dealing with clients and customers.
- 79 **Telephone Communication - Revision**
A review of the useful telephone language covered in the course.
- 80 **Financial English - Revision**
A review of the language used in the financial sector.
- 81 **Referring to Graphs & Charts - Revision**
A review of the language used to refer to graphs and charts in presentations and at work.
- 82 **Company Finances - Revision**
A review of the language used when discussing company finances and financial strategies.

Final test

- 83 **Final test**
Learners answer a series of questions to check their comprehension of the vocabulary and structures seen on the course.