

Inglés para gestión comercial

Objetivo

Gestionar en inglés las relaciones comerciales y los procesos de comunicación oral y escrita propios de la actividad empresarial.

Qué trabajarás

Inglés general aplicado a la empresa, comunicación personal y telefónica, correspondencia, compraventa y repaso de gestión comercial.

200 Horas de teoría.

B1 Nivel MCER recomendado.

15 Unidades.

Programa del curso

Unit 1:

- 01** Having an accident
The structures and functions introduced include the modal verbs 'can' and 'can't' for ability, exchanging telephone numbers and addresses and the prepositions of place: over, on, in.
- 02** A robbery
This lesson introduces basic telephone expressions as well as practicing 'can' and 'can't' for ability, the present simple and prepositions of place.
- 03** Can I help you?
to review and consolidate vocabulary, grammar and structures through a series of interactive exercises such as listening to complete the gaps, student- led listening with new vocabulary items.
- 04** Night shift - Master class
Students attend a class where the teacher, who speaks only English, asks questions that the students must answer.
- 05** 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:

06 At the police station

The structures and functions are focused on physical descriptions and the vocabulary section continues to focus on clothes, months and years.

07 What does he look like?

to introduce and practice grammar and useful phrases through a series of interactive exercises such as word/sentence-picture association, choosing the correct word in a set context, listening and repeating, etc.

08 Do you know him?

to consolidate and review the grammar, vocabulary and structures covered through a series of interactive exercises such as word/sentence-picture association, listening and writing activities, choosing the correct word or option, completing the sentences, etc.

09 Who's that? - Master class

Students attend a class where the teacher, who speaks only English, asks questions that the students must answer.

10 Describe your family or friends - Writing assignment

11 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:

12 The fifth annual race

The vocabulary focus is on places in the town and basic directions.

13 How do I get there?

to introduce and practice grammar, vocabulary and functional structures through a series of interactive exercises such as word/sentence-picture association, listening and repeating, listening and writing, etc.

14 Turn left!

to consolidate and review grammar, vocabulary and structures through a series of interactive exercises such as choosing the correct word, dubbing the film, etc.

15 Your city - Speaking assignment

16 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: Personal Communication

- 17 Using different registers in business relationships: Company - Company; Company - Client; Company - Supplier
Function - Greetings Function - Recognising formal / informal register
- 18 Grammar and vocabulary related to business situations
- 19 Describing company structure / Specific vocabulary and phrases
Function - Describing the structure of a company
- 20 Organisation charts. Articles
Grammar - Articles Function - Using organisation charts to describe a company
- 21 Company departments. Present continuous
Grammar - Present continuous Function - Describing functions of different departments in a company
- 22 Preparing for the training programme
Vocabulary: technology and training Skills: reading for gist, gapped text
- 23 Running the training session
Vocabulary: technology, training, antonyms Skills: Listening
- 24 Virtual presentations
Vocabulary: oral presentations, technology Skills: listening - dictation, order the words, proofread
Functions: oral presentations, useful expressions
- 25 Grammar - Courtesy, making requests, interrupting, confirming
Grammar - Courtesy, making requests, interrupting, confirming

Unit 5:

- 26 Looking after her dog
The vocabulary section introduces some common expressions: 'I suppose so', 'poor thing', 'anyone' and 'someone' and the activities include the association of sentences and words with corresponding pictures, listening to a dialogue and dialogue comprehension.
- 27 Don't eat that!
to introduce, study and practice grammar and structures through a series of interactive exercises such as associating sentences and words with pictures, writing sentences, and pronunciation practice, etc.
- 28 That's enough
to consolidate and review grammar, vocabulary and structures covered in the previous lessons through a series of interactive exercises such as listening and writing, choosing the correct word or sentence and dubbing the film.
- 29 Instructions - Master class
Students attend a class where the teacher, who speaks only English, asks questions that the students must answer.
- 30 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:

31 Night shift workers 1 - Typical situation

A practical immersion in the language, where by the student will live through a real life situation, similar to one they would confront in the language in which they are learning.

32 Life is full of action - Dialogue

The student will listen to a series of questions which they can answer freely.

33 A good 'cuppa' - Reading comprehension

In this lesson students read and listen to a written passage of text about how tea and coffee are prepared in the United Kingdom and their importance in the British culture.

34 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: Telephone Communication

35 Organising an agenda

36 Administration. Taking messages

Relevant vocabulary: phone message, caller, certainly, to call back, to wish, to be convenient, to see face to face, to see in person, to leave a message, to be unavailable, to postpone, it is personal.

37 Leaving and receiving voice messages / Related vocabulary

Function - Leaving and receiving voice messages

38 Organising meetings / Expressing future

Grammar - Future tenses Function - Organising meetings

39 Making an order

Function - Making an order

40 Asking for and providing information

Function - Requesting and providing information

Unit 8:

41 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.

42 Were you at work this morning?

to study and practice grammar and expressions.

43 A flat to rent

to consolidate the grammar, vocabulary and structures covered in the lessons through a series of interactive activities.

Unit 8: · cont.

44 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:

45 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.

46 Better or worse

to introduce, study and practice grammar, structures and vocabulary through a series of interactive exercises.

47 What did you do last Saturday?

to revise the grammar, structures and vocabulary covered in the lessons through a series of interactive exercises.

48 What you did yesterday - Master class

Students attend a class where the teacher, who speaks only English, asks questions that the students must answer.

49 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:

50 Going back to England

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.

51 What is he doing?

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.

52 What's the matter?

to revise, practice and consolidate the grammar, structures and vocabulary covered in the lessons through a series of interactive exercises such as word/sentence-picture association, listening comprehension, gap-filling, choosing the correct word and answer, etc.

53 What is she doing? - Master class

Students attend a class where the teacher, who speaks only English, asks questions that the students must answer.

54 Plans for the weekend - Speaking assignment

Unit 10: · cont.

55 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: Written Communication

56 Written Correspondence

Function - Written correspondence

57 Informal e-mails

An introduction to informal emails including typical expressions and vocabulary.

58 Formal e-mails and letters

An introduction to formal emails and letters. Typical expressions and layout.

59 Administration. Memo

Relevant vocabulary: memo, informal, internal communication, subject, main body, reminder, regards, reschedule, date, to, from, heading, colleagues, cancel, attend, dismiss, warn, external, short for, bullet points, deadline, to feel welcome, by the way.

60 Administration. Writing a report

Vocabulary and phrases related to reports and work related injuries.

61 Writing a Personal Statement / Adverbs of time

Grammar - Adverbs of time Function - Writing a personal statement. Useful phrases and vocabulary

Unit 12:

62 The fortune teller

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.

63 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.

64 What are you doing nowadays?

to review and consolidate the grammar, structures and vocabulary through a series of interactive exercises.

65 What are you going to do? - Master class

Students attend a class where the teacher, who speaks only English, asks questions that the students must answer.

66 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:

- 67 **Returning to work**
to revise and consolidate the contents of the block through a variety of exercises and activities.
- 68 **This outfit matches**
to revise and consolidate the contents of the block through a variety of exercises and activities.
- 69 **High days and holidays - Reading comprehension**
In this lesson students read and listen to a written passage of text about some of the most important holidays in the UK (e.g.: Christmas) and how they are usually celebrated.
- 70 **Daily activities - Writing assignment**
- 71 **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: Buying-selling process

- 72 **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
- 73 **Administration. Asking for information**
Vocabulary related to buying and selling from catalogs, and the formalities that are involved such as the types of letters that are sent with large purchases.
- 74 **Administration. Meetings**
- 75 **AGM**
- 76 **Bills and invoices**
- 77 **Requesting payment**
Language and models of correspondence to request late payment.
- 78 **Import and export - A company and its service**
In this lesson the student will hear and follow a request for services provided by an import and export company.
- 79 **Complaints**

Unit 15: Commercial management revision

- 80 **The Language of Business - Revision**
A review of formal and informal business language and the typical expressions that are used in the business world.
- 81 **Company Structure - Revision**
A review of the language used to describe companies, departments and the way they are organised.

Unit 15: Commercial management revision · cont.

- 82 Preparing for the training programme - Revision
Vocabulary: technology and training Skills: reading
- 83 Running the training session - Revision
Vocabulary: technology and training Skills: listening
- 84 Virtual presentations - Revision
Vocabulary: presentations, technology Skills: listening, presentations
- 85 Enquiries and orders - Revision
A review of the structure and language of enquiry letters and orders.
- 86 Arranging a meeting - Revision
A review of the process of arranging a meeting, preparing an agenda and writing minutes.
- 87 Telephone Communication - Revision
A review of the useful telephone language covered in the course.
- 88 Business correspondence - Revision
A review of the vocabulary and structures covered in the previous lessons on business correspondence.
- 89 Memos and reports - Revision
- 90 Bills and invoices - Revision
A review of the vocabulary and language on the topic of bills and invoices.

Final test

- 91 Final test
Learners take a final test to check their comprehension of the language and structures covered during the course.