



Module Only Business - Level C1 - Course 1

Sku: PC347

Horas: 10

OBJETIVOS

In this module the student is supplied with the language necessary to carry out increasingly challenging business communication, starting at the C1 level of the CEFR. Functions such as: dealing with sensitive issues at work, defining and describing different phases of a project, expressing changes in the world of business, talking about motivation and expressing hopes and ambitions are introduced and practised through guided role-plays, reading texts and open questions. The student will use a range of tenses to express recent changes as well as hopes for the future. They will also learn colloquial expressions related to time management and specific vocabulary to talk about different marketing techniques, bullying and harassment. There is also extensive practice to encourage the correct pronunciation of new vocabulary and useful language to deal with buying or leasing a property. The various lexical fields are presented through freer practice in simulations and general conversation; encouraging the student to draw from personal experience to give meaningful, contextual practice.

CONTENIDOS

Level C1 - Course 1

Human resources

- The language of the Human Resource department: *redundancy package, golden handshake, to let someone go/lay people off, headhunting, disputes, settlements, hiring and firing, payroll, performance appraisals, liaison with.*
 - Describing functions and procedures within a HR department.
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A difficult task

- Dealing with sensitive issues at work.
 - Expressing opinions and ideas about possible causes and the effect the illustrated problems can have on a company.
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- Vocabulary: *Health & safety, bullying, harassment, discrimination, absenteeism, to address a problem, to speak freely.*
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Working to a deadline

- Defining and describing the different phases of a project.
 - Talking about self-discipline and motivation.
 - Giving personal ideas and recommendations.
 - Vocabulary: *pace yourself, leave things to the last minute, to cut it fine, to pace oneself, kick off, check-up, revisions, set objectives, prioritize, set time aside, build-in extra time.*
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Times have changed

- Speaking practice to express changes that have occurred in the business world over the last 25 years.
 - Talking about different marketing techniques that are available today: *B2B, B2C.*
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Big ambitions

- Talking about the future and expressing hopes and ambitions for a company.
 - Guided speaking practice: give a short presentation based on notes containing ideas and aims for the future of a growing company.
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Types of company

- Defining and describing the different types of company that exist.
 - Introducing and revising ways to talk about businesses: *Ltd (Limited), plc (Public Limited Company), Inc. (Incorporated), CEO (Chief Executive Officer), MD (Managing Director), HR Manager (Human Resource Manager), Head of PR (Public Relations), Customer Service Manager, Chief Financial Officer.*
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Buying and leasing property

- In this lesson the student will learn the pros and cons about buying or leasing a commercial property and the procedure to take to ensure a suitable deal is made.
- In addition the student will practice vocabulary relating to pros and cons and discussing advantages and disadvantages.
- In this lesson the student will consolidate and extend language that describes costs and benefits and sums up financial scenarios such as business rental, business mortgages and property leasing.

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.