



## Corporate English

**Sku:** PC374

**Horas:** 60

### OBJETIVOS

Acquire the necessary skills to resolve company-specific situations in English correctly and fluently, developing oral and written skills through a series of lessons focusing on typical business situations. Students will cover the areas of grammar and vocabulary essential to carry out basic tasks such as describing a company's structure and physical appearance, as well as talk about the different departments and give directions around a building while reviewing prepositions of place, quantifiers and countable and uncountable nouns. Telephoning forms an integral part of business and this is reflected in the unit on telephone communication. Areas covered are: leaving and receiving voice messages, making plans as well as asking for and giving information. There is a review of grammatical structures such as the present perfect, various future tenses, as well as the modal verbs can and can't. There is also a focus on common errors and false friends which will help students to identify their weak spots and to improve their accuracy and avoid making typical mistakes Degrees of formality such as expressions, tone and register is covered for oral and written communication. Students will review common ways of greeting by seeing and hearing a variety of examples of conversations and business correspondence. This topic is closely linked to that of business trips, another area covered on this course. Students will see common expressions to use when traveling as well as ways to deal with other situations that can arise such as socialising and introducing people.

### CONTENIDOS

#### 1 - The Language of Business

##### 1.1 Using Different Registers in Business Relationships

Contexts:

- Company - Company
- Company - Client

- Company - Supplier

Functions:

- Greetings
  - Recognising formal / informal register
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## 1.2 Using the Appropriate Register in Different Areas of Business

Contexts:

- Forming Companies
- Mergers
- Temporary Business Unions
- Agreeing Deliveries
- Payment Methods
- Setting Deadlines

Function:

- Using appropriate register in various business situations
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## 1.3 General Areas of Business / Grammar and Vocabulary Related to Business Situations

Function:

- Describing sectors / areas of business and the roles within them
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## Test Exercises

### **2 - Company Structure**

#### 2.1 Describing Company Structure / Specific Vocabulary and Phrases

Function:

- Describing the structure of a company
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#### 2.2 Organisation Charts / Articles

Grammar:

- Articles

Function:

- Using organisation charts to describe a company
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#### 2.3 Company Departments / Present Continuous (Corporate English 1/3)

Grammar:

- Present continuous

Function:

- Describing functions of different departments in a company
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#### 2.4 Writing a Personal Statement / Adverbs of Time

Grammar:

- Adverbs of time

Function:

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- Writing a personal statement
  - Useful phrases and vocabulary
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## Test Exercises

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### **3 - Our Company**

#### 3.1 Describing Your Position and Workplace / There is - There are

Grammar:

- There is / There are

Function:

- Describing a role / position
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#### 3.2 Giving Directions / Countable and Non-countable Nouns / Quantifiers

Grammar:

- Countable and uncountable nouns
- Quantifiers

Function:

- Giving directions
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#### 3.3 Locating Objects / Prepositions of Place

Grammar:

- Locating objects
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Function:

- Prepositions of place
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### 3.4 Describing Itineraries / Structures with "How"

Grammar:

- How many / How much

Function:

- Describing itineraries
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### 3.5 Explaining Timetables and Schedules / Present Continuous for Future Plans

Grammar:

- Present continuous for future plans

Function:

- Explaining timetables and schedules
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Test Exercises

## **4 - Telephone Communication**

### 4.1 Leaving and Receiving Voice Messages / Related Vocabulary

Function:

- Leaving and receiving voice messages
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### 4.2 Organising Meetings / Expressing Future

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Grammar:

- Future tenses

Function:

- Organising meetings
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#### 4.3 Making an Order

Function:

- Making an order
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#### 4.4 Asking for and Providing Information

Function:

- Requesting and providing information
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Test Exercises

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### 5 - Written Correspondence

Function:

- Written correspondence
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Test Exercises

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### 6 - Business Trips (Corporate English 2/3)

#### 6.1 Airport, Booking, Tickets, Food, Directions

Topics:

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- Airport
  - Booking
  - Tickets
  - Food
  - Directions
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## 6.2 Grammar - Courtesy, Making Requests, Interrupting, Confirming

Grammar Topics:

- Courtesy
  - Making requests
  - Interrupting
  - Confirming
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## 6.3 Vocabulary - Polite Words and Phrases, Food, Ordinal Numbers, Asking for Information and Confirmation

Vocabulary Topics:

- Polite words and phrases
  - Food
  - Ordinal numbers
  - Asking for information and confirmation
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Test Exercises

## **7 - Frequent Errors and False Friends**

### 7.1 False Friends and Misunderstandings

Focus:

- General revision of words and structures that are easily confused
- False cognates / false friends

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Test Exercises