



English: Business Meetings

Sku: PC380

Horas: 30

OBJETIVOS

In this course students are introduced to the typical language used when doing business in English. With lessons on essential vocabulary, grammar and types of correspondence, as well as ways to describe an organisation. There is also an introduction to internal communication with a focus on reports and memos.

CONTENIDOS

The Language of Business

Using Different Registers in Business Relationships

Contexts:

- Company–Company
- Company–Client
- Company–Supplier

Functions:

- Greetings:
Recognising and using appropriate greetings depending on the relationship (e.g., Dear Sir/Madam vs Hi James)
- Formal vs Informal Register:
Identifying tone based on context — emails, calls, meetings, negotiations

Appropriate Register in Business Areas

Situational Examples:

- Forming Companies:
Phrases related to establishing business entities ("incorporate," "register," "legal entity")
- Mergers:
Language for collaboration and integration ("merge," "acquire," "joint venture")
- Temporary Business Unions:
Talking about project-based partnerships and strategic alliances
- Agreeing Deliveries & Deadlines:
Phrases like "as per schedule," "within the agreed time frame," "prompt delivery"
- Payment Methods:
Vocabulary for different methods (e.g., bank transfer, credit terms, invoice due)
- Setting Deadlines:
Structuring clear expectations ("final delivery date," "no later than," "by next quarter").

Function:

- Using the appropriate register to adapt to formal and informal contexts across various interactions and agreements

General Areas of Business

Grammar & Vocabulary Focus:

- Describing Sectors:
E.g., Retail, Manufacturing, Technology, Hospitality
- Roles within Sectors:
E.g., Sales Manager, Operations Officer, Technical Consultant

Function:

- Clearly explaining business structures, sectors, and the roles individuals play within them
- Differentiating between terminology for internal vs external communication

Organising Meetings

1. Organising Meetings

Context:

- Business Administration – Meetings
- Planning and coordinating professional meetings such as internal team discussions, client calls, or annual meetings.

Grammar & Vocabulary:

- Grammar:
 - Future tenses (e.g., will meet, are going to discuss)
 - Modals for polite requests (e.g., Could you confirm...?, Would it be possible...?)
 - Sequencing adverbs (e.g., first, then, finally)
- Vocabulary:
 - Meeting types (AGM – Annual General Meeting, briefing, conference call)
 - Agenda items (opening remarks, project update, Q&A session)
 - Phrases for scheduling ("Let's schedule it for...", "Are you available on...")

Function:

- Organising and leading professional meetings efficiently
 - Using the appropriate register and structure when setting agendas and coordinating with participants
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2. Writing a Personal Statement

Grammar Focus:

- Adverbs of Time
(e.g., currently, previously, soon, for the past five years)

Function:

- Crafting a personal or professional summary for:
 - Job applications
 - Business profiles
 - Internal promotion requests

Useful Vocabulary & Phrases:

- "I am currently responsible for..."
 - "My previous experience includes..."
 - "Over the past three years, I have worked in..."
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3. Grammar and Vocabulary for Meetings

Grammar:

- Courtesy:
Using please, thank you, and respectful forms
- Making Requests:
"Would you mind...?", "Could you send me...?"
- Interrupting Politely:
"Sorry to interrupt, but...", "May I add something?"
- Confirming Information:
"Just to confirm...", "So, we agree that..."

Function:

- Ensuring effective and polite communication in meetings
- Demonstrating professionalism through tone and structure

Introduction to Business Correspondence

Written Correspondence

Function: Written correspondence

Informal e-mails

An introduction to informal emails including typical expressions and vocabulary.

Formal e-mails and letters

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

Memos and Reports

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, semiformal, signature,

formal dress, silly me.

The user will learn about the function and format of a memo. They will have to correctly order a memo.

Gap-fill exercises that consolidate what has been learned about the format and contents of a memo.

Dialogue to practice taking a memo. Listening practice to correct errors in a memo.

Administration – Writing a Report

Vocabulary and phrases related to reports and work-related injuries. The learner then covers the structure and content of a typical report and then carries out exercises to consolidate what has been learned about reports, with the specific example of a report on how reduction of productivity due to sick leave.

Connectors such as in addition, despite, moreover, due to, etc. are covered so that the learner will competently be able to construct persuasive reports.

Dialogues and exercises further consolidate what has been learned.

Company Structure

Describing Company Structure / Specific Vocabulary and Phrases

Function: Describing the structure of a company

Learners are introduced to useful expressions and terminology related to how a company is structured. They practice using this vocabulary to describe hierarchical relationships and roles within a business.

Organisation Charts. Articles

Grammar: Articles

Function: Using organisation charts to describe a company

This section teaches how to describe positions and hierarchies using organisation charts.

Learners practice article usage (a/an/the) while discussing roles and departments.

Company Departments. Present Continuous

Grammar: Present continuous

Function: Describing functions of different departments in a company

Learners practice describing what various departments are currently doing using the present continuous tense. Vocabulary includes department names and typical activities.

Describing Your Position and Workplace. There is / There are

Grammar: There is / There are

Function: Describing a role / position

Learners are shown how to describe their job, responsibilities, and physical work environment using there is / there are. Exercises focus on accuracy and fluency.

Explaining Timetables and Schedules / Present Continuous for Future Plans

Grammar: Present continuous for future plans

Function: Explaining timetables and schedules

Students learn to use the present continuous to refer to planned events and work schedules, including meetings, deadlines, and routine activities.

False friends and misunderstandings

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

The Language of Business

A review of formal and informal business language and the typical expressions that are used in the business world.

Arranging a meeting

A review of the process of arranging a meeting, preparing an agenda and writing minutes.

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Business correspondence

A review of the vocabulary and structures covered in the previous lessons on business correspondence.

Memos and reports

A series of exercises to revise the format and typical language of memos and reports.

Company Structure

A review of the language used to describe companies, departments and the way they are organised.