



AI English: The Office

Sku: PC255

Horas: 30

OBJETIVOS

- On successfully completing the course objectives for this level, learners will have the ability to deal with routine information and express themselves in familiar situations, such as greeting people, explaining and understanding directions, asking for and giving financial information at meetings, taking notes and messages, solving common problems clients have, making plans, job interviews and confirming arrangements face to face and on the phone.
- Using common collocations that describe the professional world, learners will be able to specify the contribution people in the organisation make and the duties they carry out as well as talk about a company's history and structure.
- Leading on from this aspect, the course also prepares learners to refer to graphs and charts and talk about trends and performance. Learners will be able to understand and follow written instructions that consolidate the vocabulary used in a contextualised and realistic way and demonstrate comprehension.
- The course also introduces the theme of sustainability in business, with reference to the relevant SDGs, Sustainable Development Goals, and their importance to companies.
- Each unit has a video lesson and specific tasks to recycle the topics covered and to practise individual skills: writing, speaking and pronunciation. These tasks are followed by an AI-led role-play in which the learner has the opportunity to practise more freely.
- The final test practises and consolidates the expressions and grammar covered during the course.

Nivel MCER recomendado: B1

CONTENIDOS

• Unit 1

- Getting to know the office

In this lesson learners watch videos that show ways to give directions and talk to colleagues in an informal setting.

- The Office ?

Learners will be able to listen and respond appropriately when arranging meetings, making plans and confirming arrangements as well as use appropriate language to describe typical duties and responsibilities at work.

- Writing assignment - Duties

In this lesson learners write a sentence for each of the words given.

- Speaking assignment - Describing an office

In this lesson learners record themselves giving a description of a picture.

- Pronunciation assignment - Getting to know the office

In this lesson learners submit a recording of themselves reading a text.

- Role-play: The office

This role-play gives the student practice in asking about where things and places are at work.

• Unit 2

- Duties & responsibilities

In this lesson learners watch a series of videos showing ways to talk about duties and responsibilities at work, use formal or informal language and use some common business collocations.

- The Office ?

After completing this unit, learners will be familiar with common collocations to answer questions that extend the vocabulary practised in the previous session which describes specific employee responsibilities and what companies do as well as recognise and appropriately structure a formal letter to another organisation.

- Writing assignment - Job advert

In this lesson learners write a short advert for a job vacancy.

- Speaking assignment - Dream job

In this lesson learners record themselves talking about their dream job.

- Pronunciation assignment - Job advert

In this lesson learners submit a recording of themselves reading a text.

- Role-play: Best & worst jobs

In this lesson students have the opportunity for some speaking practice about the jobs they would like most and least.

- **Unit 3**

- Describing the company

In this lesson learners watch videos showing some ways to talk about a company's structure and plans for the future.

- The Office ?

On completing this unit learners will: listen and respond to language related to finance and the structure of organisations and workforces, learn how to start and finish a telephone conversation and leave a message as well as express satisfaction/dissatisfaction about a problem with an order and propose solutions.

- Writing assignment - Asking about a company

In this lesson learners write questions using some prompts.

- Speaking assignment - Presenting a company

In this lesson learners record themselves talking about a fictional company using the notes given.

- Pronunciation assignment - Describing a company

In this lesson learners submit a recording of themselves reading a text.

- Role-play: Company structure

In this lesson students have the opportunity for some speaking practice on the topic of companies and businesses.

• Unit 4

- Company performance

In this lesson learners watch videos which present the common vocabulary to talk about trends and patterns when referring to graphs and charts.

- The Office ?

On completing this unit learners will be able to: express their own opinion, and present arguments and justifications in a meeting at work, send emails to check and confirm information about an order and services appropriately as well as demonstrate they understand the meaning of abbreviations common at work.

- Writing assignment - Presenting results

In this lesson learners write sentences about the information shown in two charts.

- Speaking assignment - Describing a graph

In this lesson learners record themselves describing a line graph.

- Pronunciation assignment - Figures and abbreviations

In this lesson learners submit a recording of themselves reading a text.

- Role-play: Business vocabulary

In this lesson students have the opportunity for some speaking practice about some common business vocabulary.

- **Unit 5**

- Job interviews

In this lesson learners watch a video which presents the language associated with job interviews.

- Typical situation - Job interview

In this audio, we will be listening to Philipa, personnel head Swan Selection company and Lee, who is being interviewed.

- Writing assignment - Applying for a job

In this lesson learners write a short job application letter.

- Speaking assignment - Job interview questions

In this lesson learners record themselves answering a series of questions.

- Pronunciation assignment - Letter of application

In this lesson learners submit a recording of themselves reading a text.

- Role-play: Job interview - candidate

This role-play puts the student in the job applicant's position and gives them the opportunity to ask and answer questions.

- **Unit 6**

- Business and the environment

In this lesson learners watch a video which talks about the relationship between businesses and the environment.

- Dialogue - Supply company ordering

In this dialogue we will hear common questions asked at a supply company.

- Consolidation

This activity will further reinforce vocabulary understanding. Through a variety of different interactive methods, the consolidation lesson will take all vocabulary of this unit and continue learning skills.

- Writing assignment - Requesting information

In this lesson learners write an email requesting information from a supplier.

- Speaking assignment - Business vocabulary

In this lesson learners record themselves defining a series of words.

- Pronunciation assignment - Sustainability in business

In this lesson learners record themselves reading a short text about sustainability in business.

- Role-play: Talking to a supplier

This role-play gives the student the opportunity to practice asking questions and responding to information.

- **Final test**

- Final Test