

Inhoudsopgave: Datum: 13/05/2024

[1 Skills lab – Unit 1: 3](#_Toc166497993)

[1.1 Writing business mails: 3](#_Toc166497994)

[1.2 Telephoning – business context: 3](#_Toc166497995)

[2 Skills lab – Unit 2: 4](#_Toc166497996)

[2.1 Linking words: 4](#_Toc166497997)

[2.2 Comparing and contrasting: 4](#_Toc166497998)

[2.3 Holding a meeting: 4](#_Toc166497999)

[2.4 Hold a debate: 4](#_Toc166498000)

[3 Skills lab – Unit 3: 5](#_Toc166498001)

[3.1 Confirming and making arrangements: 5](#_Toc166498002)

[3.2 Diplomatic language usage: 5](#_Toc166498003)

[4 Skills lab – Unit 4: 6](#_Toc166498004)

[4.1 Cross-cultural communication: 6](#_Toc166498005)

[4.2 Opinion piece: 6](#_Toc166498006)

[4.3 Use of modal verbs: 6](#_Toc166498007)

[4.4 Use of conditionals: 6](#_Toc166498008)

[5 Skills lab – Unit 5: 7](#_Toc166498009)

[5.1 Type of graphs: 7](#_Toc166498010)

[5.2 Prepositions: 7](#_Toc166498011)

[5.3 Tenses: 7](#_Toc166498012)

[5.4 False friends: 7](#_Toc166498013)

[5.5 Difference between describing and interpreting trends: 7](#_Toc166498014)

[6 Skills lab – Unit 6: 8](#_Toc166498015)

[6.1 Negotiations: 8](#_Toc166498016)

[6.2 Language for negotiations: 8](#_Toc166498017)

[6.3 Writing an momo: 8](#_Toc166498018)

# Skills lab – Unit 1:

## Writing business mails:

## Telephoning – business context:

Answering the phone:

Good morning. This **is *\_name\_ \_surname\_*** from ***\_company-name\_***. How can I help you?

The reason for calling:

Could I speak to ***\_name-you-want-to-call\_*** please?

Is Mr./Mss. ***\_name-you-want-to-call\_*** available?

Who would

# Skills lab – Unit 2:

## Linking words:

## Comparing and contrasting:

## Holding a meeting:

## Hold a debate:

# Skills lab – Unit 3:

## Confirming and making arrangements:

## Diplomatic language usage:

# Skills lab – Unit 4:

## Cross-cultural communication:

## Opinion piece:

## Use of modal verbs:

## Use of conditionals:

# Skills lab – Unit 5:

## Type of graphs:

## Prepositions:

## Tenses:

## False friends:

## Difference between describing and interpreting trends:

# Skills lab – Unit 6:

## Negotiations:

## Language for negotiations:

## Writing an momo: