

BUSINESS ENGLISH TRAINING COURSE

COURSE DURATION: 12 weeks with 1.5 hours per week (one sessions per week)

LEVEL: Intermediate

OBJECTIVES OF THE COURSE:

Upon completion of the course the learners should be able to demonstrate the ability to:

- ✓ Acquire a great understanding the topics and the general sense of the texts.
- ✓ Broaden vocabulary built on the important words and phrases through practicing.
- ✓ Strengthen the knowledge of important grammatical structures.
- ✓ Develop understanding and speaking skills in typical business situations.
- ✓ Practice for the most important types of documents you will need to write at work.

COURSE LITERATURE:

- ✓ Cambridge English for Engineering, Mark Ibbotson.
- ✓ The Business, Intermediate, Macmillan.
- ✓ Extra materials

Entrance requirements

- ✓ Have a good basic ability to communicate in practical everyday situations
- ✓ Be able to ask for goods in shops, order in a restaurant, book a hotel
- ✓ Be able to ask for basic services in a post office or bank
- ✓ Be able to write simple comprehensible notes, messages, faxes
- ✓ Be able to understand language used in everyday situations and at work

Week	Theme	Lesson activities
1	Technology in use (p6-7)	<p><i>Describing technical functions and applications</i></p> <ul style="list-style-type: none"> ✓ Work in pair and think out some products. ✓ Discuss the questions ✓ Listen to a conversation and complete the notes ✓ Match an application information with the descriptions ✓ Practice explaining the application of GPS ✓ Match the words ✓ Work in pair and practice explaining the main functions and applications of a product made by your company or a product you know about
2	Products and packaging (p34-p35-The Business)	<p><i>Specifications and features</i></p> <ul style="list-style-type: none"> • Vocabulary: Specifications and features <ul style="list-style-type: none"> ✓ Work in pair/work and discuss about the stages of product development • Reading <ul style="list-style-type: none"> ✓ Read the information on the FedEx Box and FedEx Tube and complete the product specification summaries ✓ Describe the dimensions of objects • Listening <ul style="list-style-type: none"> ✓ Listen to the conversations and describe about it ✓ Listen and complete the expressions • Presentation <ul style="list-style-type: none"> ✓ Work in groups. Use the vocabulary and expressions to present the specifications and features of an electronic device
3	Technology in use (p8-p9)	<p><i>Explaining how technology works</i></p> <ul style="list-style-type: none"> • Reading <ul style="list-style-type: none"> ✓ Work in pair. Look at the pictures and discuss the questions ✓ Read an article and compare the answers ✓ Match the verbs and the definitions ✓ Complete a note about space elevators • Listening <ul style="list-style-type: none"> ✓ Listen to a talk and check the answers ✓ Work in pair and find out the missing words • Speaking <ul style="list-style-type: none"> ✓ Work in pair and analyze a note about a concept for offshore base stations

		<ul style="list-style-type: none"> ✓ Discuss the questions and give a short talk using your note • Writing <ul style="list-style-type: none"> ✓ Write paragraphs to summarize your talk
4	Breaking Points (p42-p43)	<p><i>Describing the causes of faults</i></p> <ul style="list-style-type: none"> • Reading <ul style="list-style-type: none"> ✓ Work in pair and discuss the terms regarding the strategies for preventing and dealing with technical problems ✓ Read an article and answer the questions ✓ Complete the gaps ✓ Complete the sentences • Listening and speaking <ul style="list-style-type: none"> ✓ Listen to a conversation and mark the statements True/False ✓ Complete the sentences about the conversation ✓ Work in pair and discuss the possible causes of insufficient tire pressure in general
5	Practical English and Review	<p>“Marketing or Quality – What’s more important to sell a product?”</p> <ul style="list-style-type: none"> ✓ Discuss the topic ✓ Review from week 1 to week 4 (30 minutes)
6	Mid-term test	<ul style="list-style-type: none"> ✓ Listening and Speaking ✓ Reading and Writing
7	Technical Development (p46-p47)	<p><i>Discussing technical requirements</i></p> <ul style="list-style-type: none"> • Vocabulary <ul style="list-style-type: none"> ✓ Work in pair and discuss why the factors are important in needs analysis ✓ Listen to a conversation and take note • Writing <ul style="list-style-type: none"> ✓ Make questions ✓ Work out the meanings of the words • Listening and Reading <ul style="list-style-type: none"> ✓ Listen to a conversation and make notes ✓ Work out the meanings of the words and phrases ✓ Read an email and choose the right words
8	Products and packaging (p38-p39- The Business)	<p><i>Presentations – structure</i></p> <ul style="list-style-type: none"> • Speaking and listening <ul style="list-style-type: none"> ✓ Work with a partner and discuss about the qualities of a good presentation ✓ Listen to Version 1 of a presentation of the Pingman, a new personal GPS tracking device ✓ Discuss to improve the presentation ✓ Listen to Version 2 of the presentation and tick on the checklist • Pronunciation

		<ul style="list-style-type: none"> ✓ Listen and analyze the intonation of a speaker about a paragraph ✓ Work in pair and compare the answers • Presentation <ul style="list-style-type: none"> ✓ Work in groups and prepare the introduction, conclusion of a presentation of one of some new products. ✓ Present the introduction and conclusion to the class
9	Technical Development (p48-p49)	<p><i>Suggesting ideas and solutions</i></p> <ul style="list-style-type: none"> • Reading <ul style="list-style-type: none"> ✓ Work in pair and discuss the questions about creative thinking. ✓ Read a newspaper article and answer the questions: "Mammoth problem baffles engineers, solved by cavemen" • Listening <ul style="list-style-type: none"> ✓ Work out the meanings the words and terms ✓ Listen to a talk about the problem of placing the statue ✓ Complete the conversations • Speaking <p>Work in pair and discuss possible solutions to the problem of placing the statue</p>
10	Company and community (p76-p77- The Business)	<p><i>Meeting and teamwork</i></p> <ul style="list-style-type: none"> • Listening and discussion <ul style="list-style-type: none"> ✓ Discuss how acceptable you find the gifts from a seller ✓ Listen to version 1 of a call from the management committee to discuss a problem ✓ Write down and find out the differences ✓ Complete the expressions ✓ Reorder the words • Speaking <p>Work with a partner and hold a short meeting on the different situations</p> <p>Work in a small group and hold a management meeting to decide what to do in some cases of employee misbehavior in your company</p>
11	Practical English and Review	<p><i>"Is Facebook for the attention – seeking and lazy people?"</i></p> <ul style="list-style-type: none"> ✓ Discuss the topic ✓ Review from week 1 to week 10 (30 minutes)
12	Final Test	<p>Listening and Speaking</p> <p>Reading and Writing</p>