

BUSINESS ENGLISH TRAINING COURSE

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

LEVEL: Upper-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, Upper Intermediate, Macmillan.
- ✓ Extra materials

Entrance requirements

- ✓ Be able to take part in routine conversations
- ✓ Be able to write and understand simple written text
- ✓ Be able to make notes and understand most of the general meaning of lectures, meetings, extract basic information from a written document
- ✓ Be able to understand business and specialized English at work

Week	Theme	Lesson activities
1	Information (p18-p19-The Business)	<p><i>IT Solutions</i></p> <ul style="list-style-type: none"> • Reading <ul style="list-style-type: none"> ✓ Look at the pictures and discuss about ✓ Read an article “ The IT Fallacy” and choose the correct information ✓ Write a sentence to summarize each paragraph • Listening <ul style="list-style-type: none"> ✓ Listen to four people being interviewed about their attitudes to IT ✓ Listen and match each speaker with these opinions • Discussion <ul style="list-style-type: none"> ✓ Work in pair/group and discuss the statements
2	Information (p20-p21- The Business)	<p>Information systems and communication</p> <ul style="list-style-type: none"> • Speaking <ul style="list-style-type: none"> ✓ Work in pair and discuss: “Information is too valuable to be left to IT departments. In today’s business world, every manager should be a computer specialist” ✓ Work out and compare the expressions ✓ Work out the meanings of the terms and explain to a partner • Reading <ul style="list-style-type: none"> ✓ Read an email from an IT user supporter to his boss and choose the correct information ✓ Complete the sentences • Listening <ul style="list-style-type: none"> ✓ Listen to eight messages on voicemail and match ✓ Listen and complete a notes with the missing words ✓ Replace the expressions with others
3	Procedures and precautions (p56-57)	<p><i>Emphasizing the importance of precautions</i></p> <ul style="list-style-type: none"> • Reading <ul style="list-style-type: none"> ✓ Read an extract from the contents page of the company’s new safety documentation ✓ Work in pair/group and answer the questions • Listening <ul style="list-style-type: none"> ✓ Listen to a person explaining the safety procedures to a plant manager ✓ Work out the meanings of the words ✓ Listen to the conversation and complete an extract

		<ul style="list-style-type: none"> • Writing <ul style="list-style-type: none"> ✓ Rewrite the precautions ✓ Work in pair and discuss some basic precautions
4	Procedures and precautions (p58-59)	<p><i>Discussing regulations and standards</i></p> <ul style="list-style-type: none"> • Discussion <ul style="list-style-type: none"> ✓ Discuss the meanings of regulations and standards ✓ Work in pair and discuss the main hazards that oil platform workers face • Listening <ul style="list-style-type: none"> ✓ Listen to an introduction of a training course and answer the questions ✓ Complete an extract by underlining the correct words • Reading <ul style="list-style-type: none"> ✓ Read an extract from a guide to safety in the offshore oil industry ✓ Read a note on the design requirements
5	Practical English and review	<p><i>"Technology is killing human imagination"</i></p> <ul style="list-style-type: none"> ✓ Discuss the topic ✓ Review from week 1 to week 4 (30 minutes)
6	Mid-term test	Listening and Speaking Reading and Writing
7	Monitoring and control (p62-p63)	<p>Describing automated systems</p> <ul style="list-style-type: none"> • Listening <ul style="list-style-type: none"> ✓ Discuss the difference between an automated and a manual system ✓ Listen to a conversation about the design of a new building and answer the questions ✓ Listen and tick the correct points ✓ Match the words with the synonyms • Reading <ul style="list-style-type: none"> ✓ Read an email from the project engineer asking for the input ✓ Prepare notes for a short talk to brief the project engineer using your ideas
8	Monitoring and control (p66-p67)	<p><i>Discussing readings and trends</i></p> <ul style="list-style-type: none"> • Listening <ul style="list-style-type: none"> ✓ Work in pair and discuss the factors that cause mains electricity consumption to vary ✓ Listen to the talk and note the five factors that influence electricity consumption ✓ Complete the extracts using the correct form of words

		<ul style="list-style-type: none"> ✓ Listen to a talk and answer the question • Reading <ul style="list-style-type: none"> ✓ Match the words with the definitions ✓ Look at the graph showing electricity demand fluctuations and compare ✓ Read a document on energy saving and complete a text ✓ Read the text and answer the questions
9	Feedbacks (p46-p47- The Business)	<p><i>Managing people and projects</i></p> <ul style="list-style-type: none"> • Discussion <ul style="list-style-type: none"> ✓ Work with a partner and match the nouns with the descriptions ✓ Work in pair and associate the correct information • Listening <ul style="list-style-type: none"> ✓ Listen to an HR manager and line manager talking about different members of their team ✓ Decide the correct answers • Reading <ul style="list-style-type: none"> ✓ Match the expressions with the meanings ✓ Match the people with the definitions
10	Selling more (p64-65- The Business)	<p><i>Dealing with objections</i></p> <ul style="list-style-type: none"> • Listening <ul style="list-style-type: none"> ✓ Work in pair/group and discuss some statements ✓ Listen to three conversations between sales representatives and their customers and decide the right person for their mistakes ✓ Listen another version of the conversation and choose the right techniques ✓ Listen and complete the phrases • Reading and writing <ul style="list-style-type: none"> ✓ Match the objections and the answers ✓ Work with a partner and write responses to each objections
11	Practical English and review	<p><i>Advertisement: Marketing or Cheating?</i></p> <ul style="list-style-type: none"> ✓ Discuss the topic ✓ Review week 1 to week 11 (30 minutes)
12	Final Test	<p>Listening and Speaking Reading and Writing</p>