

BUSINESS ENGLISH PROGRAMME

- SOCIAL ENGLISH
 - Talking about your product/service about yourself, your job, events, etc.
 - Intercultural awareness, networking
 - Travel (Airports, railway stations, etc.)
- NUMBERS and FIGURES
 - Numbers and figures, amounts, calculations, addresses, trends and graphs
- THE OFFICE
 - Things in the office, office distribution, types of offices
- WORK
 - A day at the office, common activities, tasks
 - The career ladder, tasks and responsibilities
 - Work environment, health and safety at work
- THE COMPANY
 - Departments, organisation, different types of companies, products...
- WRITING IN ENGLISH: EMAILS AND REPORTS
 - Writing emails, common expressions, abbreviations, types of language
 - Reports, the passive voice
 - Business letters
- TELEPHONE ENGLISH
 - Telephone expressions and vocabulary in business, tone and politeness
- PRESENTATIONS and MEETINGS
 - Equipment, organisation, visual elements, pronunciation and intonation
 - Types of meetings, common expressions, organisation
- NEGOTIATIONS and LEGAL DOCUMENTS (Contracts, agreements, legal terms)
- COMPUTER AND INTERNET TERMS
 - E-commerce, e-working, Internet security
- YOUR CV, RECRUITMENT
 - How to write a CV and how to make interviews
 - Recruitment: knowledge and skills
- FINANCIAL ENGLISH
 - Financial vocabulary, money and banking
- MARKETING
 - Buying and selling, retail/ wholesale, publicity