

English: Business Meetings

In this course students are introduced to the typical language used when doing business in English, in particular dealing with meetings.

The course begins with a review of typical business language, describing sectors, using the appropriate register and talking about companies.

The themes of organising meetings, writing an agenda, AGMs and writing a personal statement are reviewed along with various tenses such as the basic elements of conditional sentences, the passive and the causative.

There is also an introduction to business correspondence and internal communication with a focus on reports, memos and emails with detailed examples of each type of correspondence and extensive practice on the styles and requirements for each.

The course also covers the case of needing to present a company's structure, describe its physical appearance or explain the function of the different departments by looking at various examples of the roles and professions within the business world. There is also a focus on timetables and schedules with a review of future tenses as well an example of a job interview.

The course ends with a review of all the topics covered in order to consolidate the grammar and vocabulary.

The Language of Business

- 1 Using different registers in business relationships: Company - Company; Company - Client; Company - Supplier
 - 2 Using the appropriate register in different areas of business: Form Companies; Mergers; Temporary Business Unions; Agree deliveries; Payment Methods; Set deadlines
 - 3 General areas of business / Grammar and vocabulary related to business situations
- Organising meetings
- 4 Administration. Meetings
 - 5 Grammar and vocabulary related to business situations
 - 6 Grammar - Courtesy, making requests, interrupting, confirming
 - 7 Organising an agenda
 - 8 AGM
 - 9 Writing a Personal Statement / Adverbs of time
- Introduction to business correspondence

- 10 Written Correspondence
- 11 Informal e-mails
- 12 Formal e-mails and letters
- Memos and reports
- 13 Administration. Memo
- 14 Administration. Writing a report
- Company Structure
- 15 Describing company structure / Specific vocabulary and phrases
- 16 Organisation charts. Articles
- 17 Company departments. Present continuous
- 18 Describing your position and workplace. There is / There are
- 19 Explaining timetables and schedules / Present continuous for future plans
- False friends and misunderstandings
- 20 False friends and misunderstandings
- Revision
- 21 The Language of Business
- 22 Arranging a meeting
- 23 Business correspondence
- 24 Memos and reports
- 25 Company Structure