

Commercial Management

This course combines general English lessons with specific lessons in English applied to business management.

The objective of the course is to learn how to carry out the administrative management tasks of commercial / business relations in English both correctly and fluently, and use English to manage the oral and written communication processes necessary to the commercial activity of the company.

Unit 1 ▶

- 1 Having an accident ▶
- 2 A robbery ▶
- 3 Can I help you? ▶
- 4 Night shift - Master class ▶
- 5 Test exercises ▶

Unit 2 ▶

- 6 At the police station ▶
- 7 What does he look like? ▶
- 8 Do you know him? ▶
- 9 Who's that? - Master class ▶
- 10 Describe your family or friends - Writing assignment ▶
- 11 Test exercises ▶

Unit 3 ▶

- 12 The fifth annual race ▶
- 13 How do I get there? ▶
- 14 Turn left! ▶
- 15 Your city - Speaking assignment ▶
- 16 Test exercises ▶

Unit 4: Personal Communication ▶

- 17 Using different registers in business relationships: Company - Company; Company - Client; Company - Supplier ▶
- 18 Grammar and vocabulary related to business situations ▶
- 19 Describing company structure / Specific vocabulary and phrases ▶
- 20 Organisation charts. Articles ▶
- 21 Company departments. Present continuous ▶
- 22 Grammar - Courtesy, making requests, interrupting, confirming ▶

Unit 5 ▶

- 23 Looking after her dog ▶

- 24 Don't eat that! ▶
- 25 That's enough ▶
- 26 Instructions - Master class ▶
- 27 Test exercises ▶
- Unit 6 ▶
- 28 Night shift workers 1 - Typical situation ▶
- 29 Night shift workers 2 - Typical situation ▶
- 30 Life is full of action - Dialogue ▶
- 31 A good 'cuppa' - Reading comprehension ▶
- 32 Test exercises ▶
- Unit 7: Telephone Communication ▶
- 33 Administration. Taking messages ▶
- 34 Leaving and receiving voice messages / Related vocabulary ▶
- 35 Organising meetings / Expressing future ▶
- 36 Making an order ▶
- 37 Asking for and providing information ▶
- Unit 8 ▶
- 38 What a mess! There was a party ▶
- 39 There was an armchair ▶
- 40 Were you at work this morning? ▶
- 41 A flat to rent ▶
- 42 The house - Master class ▶
- 43 Test exercises ▶
- Unit 9 ▶
- 44 How was your day? ▶
- 45 Better or worse ▶
- 46 What did you do last Saturday? ▶
- 47 What you did yesterday - Master class ▶
- 48 Test exercises ▶
- Unit 10 ▶
- 49 Going back to England ▶
- 50 What is he doing? ▶
- 51 What's the matter? ▶
- 52 What is she doing? - Master class ▶
- 53 Plans for the weekend - Speaking assignment ▶
- 54 Test exercises ▶
- Unit 11: Written Communication ▶
- 55 Written Correspondence ▶
- 56 Administration. Memo ▶
- 57 Administration. Writing a report ▶
- 58 Writing a Personal Statement / Adverbs of time ▶
- Unit 12 ▶
- 59 The fortune teller ▶

- 60 He is going to work at home ▶
- 61 What are you doing nowadays? ▶
- 62 What are you going to do? - Master class ▶
- 63 At work - Additional vocabulary ▶
- 64 Test exercises ▶
- Unit 13 ▶
- 65 Returning to work ▶
- 66 This outfit matches ▶
- 67 High days and holidays - Reading comprehension ▶
- 68 Holidays on-board - Additional vocabulary ▶
- 69 Daily activities - Writing assignment ▶
- 70 Test exercises ▶
- Unit 14: Buying-selling process ▶
- 71 Using the appropriate register in different areas of business: Form Companies; Mergers; Temporary Business Unions; Agree deliveries; Payment Methods; Set deadlines ▶
- 72 Administration. Asking for information ▶
- 73 Administration. Meetings ▶
- 74 Administration. Bills and Invoices ▶
- 75 Import and export - A company and its service ▶
- 76 Management. Complaints ▶
- Unit 15: Frequent errors and false friends ▶
- 77 False friends and misunderstandings