

# Corporate English

Acquire the necessary skills to resolve company-specific situations in English correctly and fluently, developing oral and written skills through a series of lessons focussing on typical business situations.

Students will cover the areas of grammar and vocabulary essential to carry out basic tasks such as describing a company's structure and physical appearance, as well as talk about the different departments and give directions around a building while reviewing prepositions of place, quantifiers and countable and uncountable nouns.

Telephoning forms an integral part of business and this is reflected in the unit on telephone communication. Areas covered are: leaving and receiving voice messages, making plans as well as asking for and giving information. There is a review of grammatical structures such as the present perfect, various future tenses, as well as the modal verbs can and can't.

There is also a focus on common errors and false friends which will help students to identify their weak spots and to improve their accuracy and avoid making typical mistakes

Degrees of formality such as expressions, tone and register is covered for oral and written communication. Students will review common ways of greeting by seeing and hearing a variety of examples of conversations and business correspondence. This topic is closely linked to that of business trips, another area covered on this course. Students will see common expressions to use when travelling as well as ways to deal with other situations that can arise such as socialising and introducing people.

- 1 - The Language of Business ▶
  - 1 1.1 - Using different registers in business relationships: Company - Company; Company - Client; Company - Supplier ▶
  - 2 1.2 Using the appropriate register in different areas of business: Form Companies; Mergers; Temporary Business Unions; Agree deliveries; Payment Methods; Set deadlines
  - 3 1.3 General areas of business / Grammar and vocabulary related to business situations
- 2 - Company structure ▶
  - 4 2.1 Describing company structure / Specific vocabulary and phrases ▶
  - 5 2.2 Organisation charts. Articles ▶
  - 6 2.3 Company departments. Present continuous ▶
  - 7 2.4 Writing a Personal Statement / Adverbs of time ▶
- 3 - Our Company ▶
  - 8 3.1 Describing your position and workplace. There is / There are ▶
  - 9 3.2 Giving directions / Countable and non-countable nouns / Quantifiers ▶
  - 10 3.3 Locating objects / Prepositions of place ▶
  - 11 3.4 Describing itineraries / Structures with "How" ▶
  - 12 3.5 Explaining timetables and schedules / Present continuous for future plans ▶
- 4 - Telephone communication ▶
  - 13 4.1 Leaving and receiving voice messages / Related vocabulary ▶
  - 14 4.2 Organising meetings / Expressing future ▶

- 15 4.3 Making an order ▶
- 16 4.4 Asking for and providing information ▶
- 5 - Written Correspondence ▶
- 17 5 - Written Correspondence ▶
- 6 - Business trips ▶
- 18 6.1 Airport, booking, tickets, food, directions ▶
- 19 6.2 Grammar - Courtesy, making requests, interrupting, confirming ▶
- 20 6.3 Vocabulary - Polite words and phrases, food, ordinal numbers, asking for information and confirmation ▶
- 7 - Frequent errors and false friends ▶
- 21 7 - False friends and misunderstandings