

LA FORMACIÓN ES LA CLAVE
DEL ÉXITO

Guía del Curso

Curso de Inglés Empresarial

Modalidad de realización del curso: [Online](#)

Titulación: [Diploma acreditativo con las horas del curso](#)

OBJETIVOS

Este Curso de Inglés Empresarial le ofrece una formación especializada en la materia. Debemos saber que para el área de Idiomas es muy importante profundizar y adquirir los conocimientos de Inglés Empresarial.

CONTENIDOS

UNIDAD DIDÁCTICA 1. FORMAL LANGUAGE IN THE BUSINESS ENVIRONMENT

1. The formal register in business relationships
2. - Business to Business, Business to Customer, Business to Supplier
3. Diplomatic language
4. - Different registers
5. The relationship between companies: negotiations and presentations
6. - Ordering products, partnership agreements, delivery agreements, payments methods
7. - Writing Activity
8. Communication in a business environment: meetings and reports
9. - Business situations

UNIDAD DIDÁCTICA 2. THE BUSINESS PLAN

1. The Business Plan
2. - Business structure
3. Organization Chart
4. - Organizational Charts
5. - Use of articles
6. Departments and functions
7. Professional profiles
8. - How to write a profile statement
9. - Writing a Profile Statement

UNIDAD DIDÁCTICA 3. WELCOME TO OUR COMPANY

1. The job position, offices, facilities and equipment
2. - There is /there are
3. - Vocabulary and grammar practice
4. Finding your way around
5. - Grammar countable/uncountable nouns
6. Finding the office supplies
7. - Prepositions of place
8. Giving Directions
9. - Welcoming visitors to your company
10. - How
11. The schedule
12. - Present tenses to express future

UNIDAD DIDÁCTICA 4. SPEAKING ON THE PHONE

1. Leaving and receiving messages
2. Setting up an appointment
3. Placing an order
4. Requesting and providing information

UNIDAD DIDÁCTICA 5. FORMAL LANGUAGE IN THE BUSINESS ENVIRONMENT

1. E-mails and letters
2. Structure
3. Vocabulary
4. Writing activity: write an email
5. Speaking: Spelling

UNIDAD DIDÁCTICA 6. BUSINESS TRAVELS

1. At the airport
2. - Airport Immigration Officer, Tickets, Visitors:
3. - Meals
4. - Giving directions: useful phrases
5. Social etiquette
6. - Polite structures

UNIDAD DIDÁCTICA 7. FALSE FRIENDS AND FREQUENT MISTAKES

1. False friends
2. - Vocabulary
3. Frequent mistakes by Spanish speakers
4. - Verbs



C/ San Lorenzo 2 - 2
29001 Málaga



Tlf: 952 215 476
Fax: 951 987 941



www.academiaintegral.com.es
E-mail: info@academiaintegral.com.es