

LA FORMACIÓN ES LA CLAVE
DEL ÉXITO

Guía del Curso

Inglés empresarial. Business result - Nivel Medio

Modalidad de realización del curso: -

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

OBJETIVOS

Objetivos: Desarrollar las habilidades comunicativas necesarias en el mundo empresarial y aumentar sus conocimientos sobre el mismo.

CONTENIDOS

WORKING LIFE

1. Working with words: describing work rewarding
2. Business communication skills: Socializing. Introductions
3. Practically speaking: How to express interest
4. Language at work: present simple review
5. Case study: Speed networking

PROJECTS

1. Working with words: projects ahead of schedule
2. Business communication skills: Meetings. Updating and delegating tasks
3. Practically speaking: How to start and end phone calls
4. Language at work: present simple and continuous
5. Case study: planning a launch party

LEISURE TIME

1. Working with words: work-life balance, take time off
2. Business communication skills: Exchanging information. Talking about leisure
3. Practically speaking: How to end a conversation
4. Language at work: past simple and present perfect
5. Case study: corridor conversations

SERVICES AND SYSTEMS

1. Working with words: service convenient, user-friendly
2. Business communication skills: Presenting. Explaining how something works
3. Practically speaking: how to introduce information
4. Language at work: comparative forms
5. Case study: improving systems

CUSTOMERS

1. Working with words: customer service. Expectations
2. Business communication skills: exchanging information. Getting information
3. Practically speaking: starting a conversation on the phone
4. Language at work: present simple and continuous for future use
5. Case study: managing customer feedback

GUESTS AND VISITORS

1. Working with words: business travel

2. Business communication skills: Socializing. Welcoming visitors
3. Practically speaking: how to make and respond to offers
4. Language at work: obligation, necessity and prohibition
5. Case study: solving an intercultural problem

SECURITY

1. Working with words: security at work
2. Business communication skills: Presenting. Explaining and asking about changes
3. Practically speaking: How to introduce and respond to news
4. Language at work: present perfect simple and continuous
5. Case study: improving data security

WORKING TOGETHER

1. Working with words: teamwork and partnerships
2. Business communication skills: Meetings. Presenting and discussing plans
3. Practically speaking: how to encourage people
4. Language at work: talking about the future
5. Case study: creating a plan for effective teamwork

LOGISTICS

1. Working with words: Logistics and supply chains
2. Business communication skills: Exchanging information. Placing and handling orders
3. Practically speaking: how to leave a voicemail message
4. Language at work: reported speech
5. Case study: solving a logistic problem

FACILITIES

1. Working with words: describing a place of work
2. Business communication skills: meetings. Making suggestions and recommendations
3. Practically speaking: How to link ideas

4. Language at work: nouns and quantifiers
5. Case study: organizing a cause marketing event

DECISIONS

1. Working with words: decision-making put forward an idea
2. Business communication skills: meetings. Participating in a discussion
3. Practically speaking: how to be persuasive
4. Language at work: first and second conditionals
5. Case study: the decision game

INNOVATION

1. Working with words: innovation and new ideas
2. Business communication skills: presenting. Giving a formal presentation
3. Practically speaking: how to respond to difficult questions
4. Language at work: Superlative forms
5. Case study: presenting innovative products

BREAKDOWN

1. Working with words: breakdowns and faults
2. Business communication skills: Exchanging information. Discussing problems
3. Practically speaking: How to check someone understands
4. Language at work: advice and recommendation
5. Case study: managing a breakdown in service

PROCESSES

1. Working with words: processes, basic procedure
2. Business communication skills: socializing. Planning future contact
3. Practically speaking: how to get someone's attention
4. Language at work: passive forms
5. Case study: introducing new processes

PERFORMANCE

1. Working with words: personal qualities
2. Business communication skills: meetings. Appraising performance and setting objectives
3. Practically speaking: how to give feedback
4. Language at work: past continuous and past perfect
5. Case study: giving a successful presentation

SUCCESS

1. Working with words: fact-finding and achievement.
2. Business communication skills: meetings. Reporting back
3. Practically speaking: how to generalize
4. Language at work: contrasting language
5. Case study: Acting on research

CONTENIDO DEL CD:

1. 1 CD con audiciones del libro y workbook interactivo



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