

**COURSE TITLE: «BUSINESS ENGLISH»**
**COURSE LEVEL: Advanced**
**COURSE DURATION:** 16-18 weeks with 4 ac.hrs per week (two lessons/week).

**GOALS OF THE COURSE:**

- ✓ communicate orally in business situations;
- ✓ participate in business discussions and negotiations;
- ✓ read and summarize texts related to the field of business;
- ✓ make oral presentations on business topics and discuss the presentations.

**OBJECTIVES OF THE COURSE:**

Upon completion of the course the students should be able to demonstrate the ability to:

- ✓ accurately understand Business related authentic texts;
- ✓ summarize and answer questions about the assigned listening materials on economics topics;
- ✓ write business letters;
- ✓ fully understand the content and structure of conferences and complex presentations;
- ✓ communicate spontaneously and fluently to a degree that allows for normal interaction with an interlocutor.

**THEMATIC STRUCTURE OF THE COURSE:**

1. The themes covered at the course:
2. Being international
3. Training
4. Partnerships
5. Energy
6. Employment trends
7. Business ethics
8. Finance and banking
9. Consultants
10. Strategy
11. Doing business online
12. New business
13. Project management, etc.

**COURSE OUTLINE (FIRST 8 LESSONS)\*:**

Week	Theme	Lesson activities	
		Day 1	Day 2
One	Being international	Introducing new vocabulary related to the topic.	Role-playing international presentation;

		<p><i>Discussing</i> and sharing ideas with students about problems while speaking in public; presenting communication techniques (<i>listening, non-verbal messages, expression of thoughts and feelings, and non-judgmental statements</i>)</p> <p><i>Writing e-mail</i>: learning main rules how to reply to a formal invitation;</p>	<p><i>Language work</i>: introducing <i>vocabulary</i> and business idioms for further practice;</p> <p><i>Case study</i>: role-playing situation of working for international company;</p>
<b>Two</b>	<b>Partnerships</b>	<p><i>Discussing</i> the question “In which areas private sector operate, public and private sector advantages\disadvantages”;</p> <p><i>Listening</i> to the radio program about public private partnerships and then completing the notes with appropriate words and completing the summary;</p> <p><i>Discussing views</i> on public private partnerships;</p>	<p><i>Reading</i> the text “Infrastructure: experience of the 1990s has put people off” and <i>summarizing</i> the content for further presentation of the details.</p> <p><i>Business skills</i>: learning the <i>techniques of negotiating</i>: how to be vague and precise; learning the expressions</p> <p><i>Case study</i>: role-playing the negotiating situations.</p> <p><i>Writing</i> a recommendation report and one brief report on one of the role-played negotiations. Executive summary;</p>
<b>Three</b>	<b>Training</b>	<p><i>Discussing</i> issues (training manager tasks at work) related to the topic to warm-up;</p> <p><i>Listening</i> to the interview with training and development consultant and completing information, checking if the information true or false. Then completing the table with missing words related to company training.</p> <p><i>Reading</i> the text and making notes for further discussion. Completing the summary of the text. Identifying the multiword verbs related to education.</p>	<p>Completing the extract with suitable multiword verbs from the box with the correct form.</p> <p><i>Business skills</i>: <i>telephoning</i> strategies: learning the techniques of clarifying and confirming;</p> <p><i>Writing e-mail</i>;</p> <p><i>Case study</i>: Training staff at SmileCo;</p>
<b>Four</b>	<b>Energy</b>	<p><i>Discussing ideas</i> about sources of energy, ways of saving energy and the future of natural gas;</p> <p><i>Introducing new vocabulary</i> related to Energy topic.</p> <p>Listening about current trends and developments in the industry and then choose the most accurate endings to <i>summarize</i> the sentences.</p>	<p><i>Introducing language techniques</i> of problem-solving process: expressions and useful language;</p> <p><i>Proposal writing</i>: learning and practicing writing style; Usage of <i>linking expressions</i>;</p> <p><i>Case study</i>: Energy saving at Supersun – role-playing energy-saving ideas for the company;</p> <p><i>Writing a report</i> outlining your</p>

*Reading* the article “A dream of a hydrogen economy” and choose the correct definitions to the words and phrases according to the context. proposals for improving profit margins;

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**Five**

***Revision and Progress test***

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\* THIS IS A SAMPLE OUTLINE REFLECTING THE GENERAL NATURE OF THE COURSE. ALL SYLLABI ARE SUBJECT TO CHANGE BY THE TEACHER FOR INDIVIDUAL STUDENT'S PURPOSES.

**COURSE LITERATURE:**

1. Market Leader, Coursebook, Advanced, Longman;
2. Market Leader, Workbook, Advance, Longman;
3. Business Vocabulary in Use, Advanced, Cambridge;
4. Advanced language practice, Michael Vince, Macmillan

**COURSE POLICIES**

**Teaching methods**

Role-plays, dialogues, case-studies, debating, interpreting, translation completion, text reading and discussion, audio-records listening, essays and summaries writing, reports completion, contracts reading, agreement features discussion and other activities available to the teacher by the methodic approach chosen for the course, etc.

**Attendance**

Attendance is essential and required (legitimate excuses will be considered). When circumstances prevent you from attending a class, it is your responsibility to notify the teacher or coordinator, preferably prior to the absence. The critical level of missed lessons is set up at 20%. By reaching the critical level of missed classes the school is entitled to stop your studies.

**Homework and homework check**

Homework is provided every lesson and is given 5-10 minutes before the end of the class. Home task may vary in dependence on the skills being developed.

Every lesson begins with check-up of your homework; the typical home assignments for this Program will include vocabulary study, presentation preparation, contract detailed consideration, preparation for in-class debates and survey carry out;

**Revision**

The Revision is set up one lesson before the Progress Test and two lessons before The Final one; it assumes revising of vocabulary (word collocations and expressions, ethics understanding, knowing telephone etiquette and presentation techniques).

Besides, the lessons are set up as a consequent process of proper practice of the material taken before. The revision of already studied grammar and vocabulary is arranged every lesson so that the student has to encounter with it in every exercise, listening task and text.

**Progress test**

The progress test is mandatory and held every 8-10 lessons to check and control the advance. The assignments of test are obligatory to include business etiquette check by meeting or telephone talk role-play, topic discussion, letter writing.

### **Final Test**

The Final Exam assumes oral (this may involve discussing, telephone talk role-play, negotiations-sample case-study) and written (letter writing) assignments.

The Exam is credited by points. Every task (oral\written) is marked with max 25 points. If you make a mistake you get one point less. So you seem to succeed if you get not less than 80 points.

### **Certificate**

At the end of your course you can request the certificate on education. The certificate is awarded to students who complete the program and who don't possess any financial and other obligations before Active English. To claim the Certificate you must succeed in passing The Final Test.



**ACTIVE ENGLISH**  
BUSINESS ENGLISH LANGUAGE SCHOOL

Russia, Moscow, Zemlyanoj val 27  
Telephone: 7 (495) 792-16-73  
E-mail: [info@activenglish.ru](mailto:info@activenglish.ru)  
Website: [www.activenglish.ru](http://www.activenglish.ru)

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