

COURSE TITLE: «BUSINESS ENGLISH»

COURSE LEVEL: Elementary

COURSE DURATION: 15-18 weeks with 4 ac.hrs per week (two lessons/week).

GOALS OF THE COURSE:

- ✓ use English for business communication with co-workers in some situations via speaking and listening;
- ✓ read adapted passages and articles on business topics and identify main ideas;
- ✓ carry on business correspondence by understanding and replying to simple in-coming e-mails, faxes.

OBJECTIVES OF THE COURSE:

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

- ✓ understand basic expressions, questions and statements about self, work in predictable situations;
- ✓ distinguish the main idea of a short conversation or presentation on a familiar topic;
- ✓ ask for and give personal details such as name, job, nationality, and family information;
- ✓ use simple greetings and introduce oneself and others to overseas partners;
- ✓ talk about calendar dates and make appointments (on the phone/by e-mail/at meeting);
- ✓ order food in a restaurant and make simple requests in stores and restaurants;
- ✓ make a hotel reservation;
- ✓ talk about events or activities in the past, present, and future;

THEMATIC STRUCTURE OF THE COURSE:

Program topics (the themes taken at the course):

- Introductions
- Work and leisure
- Problems at work and where you live
- Travel
- Food and entertaining
- Sales
- People: types of colleagues – describing people
- Markets
- Companies
- The Web
- Company cultures
- Jobs: CV and skills

COURSE OUTLINE (FIRST 10 LESSONS)*:

Week	Theme	Lesson activities	
		Day 1	Day 2
One	Introductions	<p><i>Learning</i> job titles and nationalities (pronunciation and semantics).</p> <p><i>Completing exercises</i> to practice new vocabulary (nationalities, countries, jobs and studies).</p> <p><i>Listening</i> about CEO and completing extracts about core responsibilities.</p> <p><i>Talking</i> about yourself and others. Preparing a profile – detailed description of working experience and personal details.</p>	<p><i>Grammar:</i> to be; a/an with jobs; wh-questions</p> <p><i>Case study:</i> role-playing a meeting (introducing conference attendees and making contact), learning the international etiquette;</p> <p><i>Writing skills:</i> learning how to write formal e-mail (spelling, editing); complete an e-mail with items from the box.</p>
Two	Work and leisure	<p><i>Working out new words</i> and expressions (learning months and dates).</p> <p><i>Reading</i> about daily routine at work and discussing leisure activities and working routines (posting questions and giving answers);</p>	<p><i>Grammar:</i> Present Simple; adverbs and expressions of frequency;</p> <p><i>Case study:</i> Role-playing interview with employees about working conditions;</p> <p><i>Writing:</i> filling in a form with details (focus on capital letters, spelling and word order)</p>
Three	Problems at work and where you live	<p><i>Presenting the list of new words</i> to describe problems at work;</p> <p><i>Listening</i> to telephone talks and extracting new vocabulary (expressions) from the talks.</p> <p><i>Learning special language techniques</i> (etiquette features) to solve problems on the phone;</p> <p><i>Practicing</i> adjectives describing problems;</p>	<p><i>Grammar:</i> Present Simple: negatives and questions; the difference between <i>have got</i> and <i>have</i>;</p> <p><i>Case study:</i> role-playing complaining about holiday problems;</p> <p><i>Writing</i> a telephone message (focus on punctuation, linking information: <i>and</i> or <i>but</i>);</p>
Four	Travel	<p><i>Introducing new vocabulary</i> for characterizing a place you know well and hotel facilities;</p> <p><i>Describing</i> travel details: letters, numbers, times;</p> <p><i>Skills:</i> Making booking and checking arrangements on the phone;</p>	<p><i>Grammar:</i> can/can't; there is/there are;</p> <p><i>Case study:</i> role-playing meeting and booking guests in a hotel – learning how to use stress to correct information;</p> <p><i>Writing a fax</i> to reserve a hotel room;</p>
Five	Food and entertaining	<p><i>Entering new words</i> to describe food and giving menu terms;</p>	<p><i>Grammar:</i> Practicing some/any and understanding the difference between countable and</p>

Reading a text and Tipping in restaurants (resources: Financial Times) and completing the exercise (missing words);
Discussing your attitude to giving tips;

uncountable nouns;

Listening: Ordering meal and practicing communication with waiters.

Case study: Choosing a restaurant for a business meal (discussing ideas).

Six

Revision and Progress test

* 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, Elementary, Longman;
2. Market Leader, Workbook, Elementary, Longman;
3. Business Vocabulary in Use, Elementary, Cambridge;
4. Grammar practice for Elementary Students, Longman

COURSE POLICIES

Teaching methods

Role-plays, dialogues, translation completion, text reading and discussion, audio-records listening, small summaries writing 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 retelling, text reading and translating, vocabulary study, grammar exercises completion;

Revision

The Revision is set up one lesson before the Progress Test and two lessons before The Final one; it assumes revising of vocabulary and grammar material.

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, text skimming with non-stop retelling and discussing) and written (grammar translation completion and 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.



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