

## **COURSE TITLE: «UNIVERSAL PLUS» (GENERAL + BUSINESS)**

**COURSE LEVEL: Pre-Intermediate**

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

### **GOALS OF THE COURSE:**

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

- ✓ use English in daily-life communication;
- ✓ use English for business communication with co-workers;
- ✓ read passages and articles on general and business topics and identify main ideas and details;
- ✓ write grammatical sentences and short paragraphs;
- ✓ use English to communicate in different situations via speaking and listening.

### **OBJECTIVES OF THE COURSE:**

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

- ✓ understand basic expressions and have learned questions and statements about self, work, hobbies, and daily routines in predictable situations;
- ✓ ask for and give personal details such as name, job, nationality, and family information.
- ✓ produce clear and structured written documents of a relatively informal character (personal letters, e-mails, notes, etc.)
- ✓ summarize, comment and present the information contained in texts and a variety of documents
- ✓ debating at discussions

### **THEMATIC STRUCTURE OF THE COURSE**

1. Company life
2. Work and everyday routines
3. Company and your personal background
4. Networking: people description
5. Correspondence
6. Hotels
7. Entrepreneurs and change
8. Stress and frustration
9. Top jobs and headhunting
10. Air travel
11. Hiring and firing
12. Time management
13. Gossips and rumors
14. Internet
15. Food and drinks

## COURSE OUTLINE (FIRST 10 LESSONS)\*:

| Week  | Theme  | Lesson activities  |  |
|-------|--|--|--|
|       |  | Day 1  | Day 2  |
| One   | Selling your company<br><i>Company description</i>         | <p><i>Vocabulary introduction:</i> completing ex-s for learning business and the Internet terminology and related vocabulary;</p> <p><i>Discussing ideas</i> about starting up a new business completing a report;</p> <p><i>Talking</i> about competing advantages and disadvantages;</p>   | <p><i>Grammar:</i> understanding the difference between Present Simple and Present Continuous, completing ex-s;</p> <p><i>Role-playing:</i> describing your company in 60 seconds;</p> <p><i>Reading</i> a report on company progress and advance and drafting one of your own;</p>  |
| Two   | Top jobs<br><i>Headhunting</i><br><i>Company history</i>   | <p><i>Making presentation</i> of your company performance (speaking about responsibilities at work; <i>talking</i> about company background while giving presentation);</p> <p><i>Describing</i> a company using the Present Perfect; practicing asking questions with <i>How long...?</i>;</p> <p><i>Completing exercises</i> about company news;</p> | <p><i>Grammar:</i> understanding present perfect tense – the unfinished past, using prepositions since and for, from...to, how long...? in exercises;</p> <p><i>Case Study:</i> role-playing a presentation about company history: “Shimano”;</p> <p><i>1 Listening</i> to the radio profile: “Steve Ballmer” and doing exercises;</p> <p><i>2 Listening</i> to the conversation of headhunters and completing a report;</p> |
| Three | Women in Business<br><i>Work routines</i><br><i>Stress</i> | <p><i>Vocabulary introduction:</i> completing translation for the purpose of memorizing “work and routines” topic related vocabulary;</p> <p><i>Completing ex-s</i> on identifying answers for questions;</p> <p><i>Practicing</i> to ask about work routines and ask about frequency and job routines;</p>  | <p><i>Grammar:</i> expressing frequency: doing ex-s and translation;</p> <p><i>Listening</i> to conversation: people talking about someone’s job and fulfilling the questionnaire;</p> <p><i>Reading</i> the description of jobs and responsibilities and writing one of your own;</p>   |
| Four  | Air travel   | <p><i>Vocabulary study:</i> travel and airport; Understanding semantic difference of similar words and expressions within topic “negotiations’ and “air travel”;</p> <p>Completing a conversation with gaps;</p> <p><i>Role-playing</i> negotiations with partners – choosing the best approaches for formal and informal communication;</p>           | <p><i>Understanding</i> the difference between Russian and English variants on expressing subjunctives and conditionals with will; <i>completing exercises</i>;</p> <p><i>Listening</i> to the conversation: At check-in;</p> <p><i>Practicing</i> to give advice on getting a good seat on a flight;</p> <p><i>Reading</i> a magazine article about</p>   |

“Air rage” and practicing how to negotiate a deal;

|             |   |   |  |
|-------------|---|---|--|
| <b>Five</b> | Hotels<br><i>Reception</i><br><i>Room service</i> | <i>Introducing</i> a list of words and expressions for talking about hotel facilities and service;<br>Recreating a conversation from prompts;<br><br><i>Practicing</i> comparing hotels by picture and discussing options for acquiring a hotel;<br><br><i>Role-playing</i> ordering room service by phone (dialogue form); | <i>Grammar:</i> understanding the structure of comparatives and superlatives;<br>Using of prepositions <i>as or than</i> ;<br><br><i>Listening</i> to the conversation: at a hotel reception and role-playing a dialogue in roles;<br><br><i>Reading</i> a magazine article: “Hotel chain takeover” and <i>expressing your views</i> on change described in article; |
|-------------|---|---|--|

**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. In Company, Pre Intermediate, Macmillan
2. Language Leader, Pre Intermediate, Coursebook, Longman
3. English Vocabulary in Use, Pre Intermediate, Cambridge University Press
4. Grammar practice for Pre Intermediate 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 vocabulary study, grammar ex-s completion, preparing text for detailed discussion);

### 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) 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 reading and retelling a text, discussing, telephone talk role-play,) and written ( 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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