

BUSINESS ENGLISH

Semana 1

Sesión 1

Present simple	Self description, role and responsibilities	Reading
Present continuous	Applying for a job position	Listening
Present simple Vs present continuous	How to make a good impresión	Language use
Can and Can't	Abilities , making a cover letter	Writing

Sesión 2

Semana 2

Sesión 3

Case study	Business letter	Speaking / production
Future Going to	Composing a business letter / memo	Reading
Future Will	Delegating duties	Listening
Will Vs Going to	Agreeing and disagreeing	Language use

Sesión 4

Semana 3

Sesión 5

Be able to	Taking notes from a discussion	Writing
Case study	Role play - Project management - delegating	Speaking / production
Simple past was and were	Making a presentation	Reading
Simple past	Brainstorming and outlines	Listening

Sesión 6

Semana 4

Sesión 7

Past continuous	Concluding	Language use
Linking words	Linking and sequences ideas	Writing
Case study	Introducing a sale opportunity	Speaking / production
Present perfect	Negotiating with suppliers	Reading

Sesión 8

Semana 5

Sesión 9

Present perfect Vs simple past	Sales forecasting	Listening
Causative	Range of production	Language use
Mid term check	Mid term check	Writing
Case study		Speaking / production

Sesión 10

Semana 6

Sesión 11

Zero conditional	Retail orders, billing	Reading
First conditional	Replies to complaints	Listening
Zero Vs first conditional	Request for information	Language use
Modals verbs 1 Can could, must.	Environment	Writing

Sesión 12

Semana 7

Sesión 13

Case study	Negotiating with customers	Speaking / production
Past perfect	Describing charts	Reading
Past perfect Vs simple past	Balance report	Listening
Either, neither	Cultural awareness	Language use

Sesión 14

Semana 8

Sesión 15

Modals verbs Should, would, might.	Tech start up comp. Obligation and permissions	Writing
Case study	Making effective proposals	Speaking / production
Adverbs of degree	Leadership	Reading
Second conditional 1	Sustainability and resiliency	Listening

Sesión 16

Semana 9

Sesión 17

Passive voice	Human resources management	Language use
Past modal	Training stuff	Writing
Case study	Enrolment process	Speaking / production
Present perfect continuous	Economic growth	Reading

Sesión 18

Semana 10

Sesión 19

Third conditional	Strongest economies in the world	Listening
Tag questions	Currencies around the world	Language use
Final term check	Final term check	Writing
Case study	Feedback session	Speaking / production

Sesión 20