

Business Language Courses – Upper Intermediate and Advanced only

Speaking

Themes:

- Building business related vocabulary
- Expressing opinions on business related issues and debates
- Discussing and negotiating – in professional situations
- Issuing and responding to formal invitations
- Expressing disagreement and dissent – including constructive criticism
- Delivering good/bad news – in professional situations
- Summarizing complex information – including nuances in opinions and argumentations
- Presenting complex information – including nuances in opinions and argumentations
- Engaging in small talk – in professional situations

Listening

Key focus points:

- Learning to recognize differences in intonation and nuances in style
- Learning to recognize changes in word and sentence stress
- Learning to recognize common and business related phrasal expressions and idioms

Writing

Themes:

- Business letter writing basics – including greetings/closing phrases, polite phrases, fixed business phrases and punctuation rules
- Writing resumes for job interviewing
- Writing cover letters for job interviewing
- Constructing sales letters
- Replying to an Inquiry
- Account Terms and Conditions
- Writing letters of acknowledgement
- Placing an order
- Making a claim
- Adjusting a claim

Reading

Key focus points:

- Learning to read non-fiction – primarily business related letters and articles
- Learning to read complex argumentations and discussions
- Learning to read complex analyses and descriptions

Grammar

Themes:

- Word order and complex sentence structure
- Word classes – all
- Present Tense
- Past Tense
- Future Tense
- Perfect forms
- Modal Verb structures
- Affirmative, Negative and Interrogative structures
- Imperative structures
- Adjectival and adverbial phrases
- Narrative styles
- Business related structures, idioms and phrasal expressions

What will you learn?

Business Language Courses aim at teaching you the following:

- to understand variations of standard speech at a near native speed and level
- to engage in complex exchanges of information on business related topics
- to communicate nuanced opinions and ideas – in professional situations
- to discuss and argue professionally – both orally and in writing
- to summarize complex information – both orally and in writing
- to construct complex descriptions – both orally and in writing
- to write various types of official business letters
- to write resumes and cover letters for job interviewing
- to read and understand non-fiction
- to read and understand complex descriptions and argumentations