

English Course during Winter Semester 2009-2010

Time: Monday 16.30-18.00

Trainer: Lorraine Anne Frank

Number of participants: Between 9-15 participants (otherwise the financial viability of the course is not guaranteed)

Lower Intermediate English Course in Business English

Common European Framework for Languages, Level B 1

Content:

- 1) Companies: Organisation/ Company structure/Company Departments/activities/
Socialising and dining out/Introductions
- 2) Employment/Recruitment and selection/ Application process/Interviews/writing your
CV/ word building
Career ladder/Small Talk
- 3) Work: Job titles/ Expressions connected with work/duties, conditions and pay
- 4) Pay/Reward and Remuneration/ Perks/ Benefit Packages/ Evaluating performance
- 5) Vocabulary list and exercises
- 6) Presentation skills using the above topics

Grammar practice:

Present simple/ Present continuous/ Using the different language forms to talk about the future

Present simple vs. Present continuous

Past simple

Past continuous

Present perfect 1

Present perfect 2 and 3

Present perfect continuous

Past Perfect

Quantity (much) and (many) (few)(little)

Prefixes/Suffixes

The exercises will be supplemented by plenty of conversation, hearing practice, writing and grammar practice.

On completion of this course you will be issued with a certificate certifying your participation.

Recommendation:

This B1 course is a good preparation for your business career as well as revision for all those who might have had problems with the semester examinations or tests. B1 will also be directed at those students who have a basic knowledge of Business English.

Course Book: New Edition Market Leader published by Pearson Longman

Intelligent Business published by Pearson Longman

Grammar: Business Grammar and Practice published by Oxford University Press

Vocabulary: Business Vocabulary in Use by Bill Mascull

English Course during Winter Semester 2009/2010
Time: Monday: 18.00 -19.30

Trainer: Lorraine Anne Frank

Number of participants: Between 9-15 participants (otherwise the financial viability of the course is not guaranteed)

Intermediate English Course in Business English

Common European Framework for Languages, Level B 2-

Content:

1) Finance: The bottom line/The Profit and Loss Account/Money: buying selling: forms of money, borrowing and lending

Describing graphs /Reporting financial results

Case Study: Angel Investments/ making decisions where or where not to invest

2) Leadership./Management styles/ Qualities/ relative clauses/ Decision-making
Career skills/ getting things done

3) Logistics/ The invisible industry/Supply chain management/Warehousing/passives/
Career skills: dealing with questions

4) Outsourcing/ The new global shift/Conditionals/ career skills: making and responding to suggestions

5) Counterfeiting/ Globalisation of deceit/Ethics / code of ethics/ mission statements/Bribery and Corruption/ Price fixing/ inside trading/whistleblowers/
Management behaviour /Minimum wages/subsistence wages/ child labour

6) Vocabulary list and exercises

7) Presentation Skills using the above topics

All the above themes will be presented with a variety of business-oriented exercises, which will help to develop reading, writing and listening skills. The major emphasis is on the development of language skills for work: reading, writing, listening and speaking. Should participants have any special wishes, please indicate these wishes and we will do our best to integrate them in the course. On completion of this course you will be issued with a certificate certifying your participation.

Grammar Practice:

1) Future/ will/ going to/ present progressive/ present simple for the future

2) The Passive 1) actions/ systems, and processes

3) The Passive 2) other tenses

4) Conditionals

5) Gerund and Infinitive

6) Countable and uncountable nouns

7) Adjectives and adverbs/articles

Material and books which will be used in the course:

Management and Marketing: by Ian Mackenzie

Financial English: by Ian Mackenzie

Business Grammar and Practice: by Michael Duckworth

Market Leader (New Edition) Intermediate Business English Course

Intelligent Business published by Pearson Longman

Vocabulary: Business Vocabulary in Use.