

## **B 1: Lower Intermediate English Course in Business English**

### **Content:**

Jobs and working conditions  
Recruitment and selection  
Skills and Qualifications  
Pay and benefits  
People and workplaces  
Job applications  
Products and production  
Making business calls  
Writing business letters

**The exercises will be supplemented by plenty of conversation, hearing practice, writing and grammar practice. By participating in such a course you will gain a competitive edge over your rivals when applying for any job in the global business world!**

### **Grammar practice:**

Present simple

Present continuous

Present simple vs. Present continuous

Past simple

Present perfect 1

Present perfect 2 and 3

Present perfect continuous