

# Business English for Work

Intermediate level B2

# Съдържание на курса

## Lesson 1 INTRODUCE YOURSELF

Introduce yourself Check your knowledge

Introduce yourself Grammar

Introduce yourself

Reading Introduce yourself

## Lesson 2 SMALL TALK

Small Talk

Small Talk Formal and Informal phrases practice

## Lesson 3 WORKING RELATIONSHIPS

Collocations and Phrasal verbs Working Relationships

Listening Activity Relationship Building

Phrasal verbs exercise

Relationship Building Quiz

## LESSON 4 DISCUSSING AND SOLVING PROBLEMS AT WORK

Quiz Discussing problems

IF sentences practice

## Lesson 5 DISCUSSING CONDITIONS

Conditionals practice

Practice words ending in -tion and -sion

## LESSON 6 NEGOTIATIONS and DISAGREEING

Quiz Reject an offer

Listening

## LESSON 7 EMPHASISING AN OPINION

Listen to the audio 1088588507

## 42.3 RESPOND OUT LOUD TO THE AUDIO, FILLING IN THE GAPS

Emphasising an opinion activity

## LESSON 8 PLAN, ORGANISE AND CHAIR A MEETING

Tips for chairing effective meetings

Question tags exercises

## LESSON 9 JOB INTERVIEW

Listen to the audio and match the picture to the description

Exercises

Relative clauses activity - Job interviews

Respond out loud to the audio Listening activity

## LESSON 10 DESCRIBING A PRODUCT

Describing a product - practice

Reading activity

Listening and speaking - say the sentences out loud

Speaking - respond out loud to the audio and fill the gaps

## LESSON 11 OFFERING POSITIVE FEEDBACK

Fill in the gaps and listen to the audio to check your answers

Read the text

Mark the correct sentences

Rewrite the sentences, correcting the errors

## LESSON 12 WAYS TO APOLOGISE AND WAYS TO ACCEPT AN APOLOGY

Practise some useful phrases

Cross out the incorrect word and say the sentences out loud

Rewrite the sentences and listen to the audio for the correct answers

Fill in the gaps with the correct verb forms

Listening

Speaking English is an advantage. If you need English at work this course is for you:

- You will learn to communicate successfully in English at your work place.
- You will learn essential English phrases for a wide range of common business situations.
- A good grasp on English is required to complete the course.

