

INGLÉS COMERCIAL Y DE NEGOCIOS B1



DURACIÓN

250 horas (2 meses y medio)



METODOLOGÍA

Formación online a través de plataforma



PRECIO

Gratis



REQUISITOS FINALIZACIÓN

- Visualización: + 75% contenidos en plataforma
- Evaluación final: Realizar prueba



TITULACIÓN OBTENIDA

Diploma acreditativo



OBJETIVOS

In the advanced section of the course the learner is provided with extensive practice in more complex areas of business English such as negotiations, presentations, analyzing data and the business press.

The various lexical fields are presented through freer practice in simulations, telephone calls and general conversation; encouraging the student to draw from personal experience to give meaningful, contextual practice.

More complex structures such as the second conditional, narrative tenses and future forms are used to carry out tasks such as giving presentations, dealing with clients and expressing opinions.

Throughout the course the emphasis is on learner independence through exposure to the correct usage of the target language with attention to practical situations and the use of idioms and phrasal verbs.

The necessary language skills are studied in order to carry out communication in a business or professional context. Functions such as exchanging personal information, describing jobs, giving instructions, placing orders, common expressions used while traveling, etc. are studied.

Programa

COMMERCIAL ENGLISH

1. A TRADE FAIR - WATCH OUT FOR YOUR COMPETITORS (BRITISH VERSION).
2. A TRADE FAIR - WATCH OUT FOR YOUR COMPETITORS.
3. PRESENTING A COMPANY.
4. DEALING WITH CLIENTS.
5. HOW MUCH?
6. GETTING CONNECTED - CONTRACTING SERVICES.
7. GETTING CONNECTED - CONTRACTING SERVICES (AMERICAN VERSION).
8. WOULD YOU BUY IT?
9. JUST A CLICK AWAY.
10. SIGNPOSTING.
11. THE RIGHT MEDIA TO PROMOTE YOUR BUSINESS (BRITISH VERSION).
12. THE RIGHT MEDIA TO PROMOTE YOUR BUSINESS.

BUSINESS ENGLISH

1. BUSSINES INTRODUCTIOS
2. A NEW COLLEAGUE AT WORK
3. EMAIL PROBLEMS
4. WHAT DO THEY DO?
5. AROUND THE OFFICE I
6. INTERNATIONAL BUSSINESS
7. STARTING WORK – WHERE ARE THE DEPARTMENTS? (BRITISH VERSION)
8. STARTING WORK – WHERE ARE THE DEPARTMENTS? (AMERICAN VERSION)
9. A BUSINESS LUNCH
10. COMPANY RULES
11. WORKING LIFE
12. ARROUND THE OFFICE II
13. WHAT’S MY JOB?
14. A BUSY DAY AT OFFICE
15. FIRE DRILL – THERE IS A FIRE! (BRITISH VERSION)
16. FIRE DRILL – THERE IS A FIRE! (AMERICAN VERSION)
17. THE COMPANY SECRETARY
18. WHERE’S MY PEN?
19. WHERE IS THE MANAGER’S OFFICE?
20. RESPONSIBILITIES
21. HOW MANY MESSAGES?
22. BUSINESS TRIP
23. HEALTH AND SAFETY – AN ACCIDENT AT WORK (BRITISH VERSION)
24. HEALTH AND SAFETY – AN ACCIDENT AT WORK (AMERICAN VERSION)
25. HOW WAS THE TRIP?
26. COMPARING COMPANIES
27. HE’S TALKING TO THE BOSS
28. WHAT TIME IS THE MEETING?
29. A GUEST AT WORK
30. MY LAST JOB
31. IT ISN’T WORKING (BRITISH VERSION)
32. IT ISN’T WORKING (AMERICAN VERSION)

BUSINESS ENGLISH

33. OFFICE I
34. OFFICE II
35. OFFICE III
36. OFFICE IV
37. TYPICAL SITUATION. OFFICE
38. PERFORMANCE APPRAISAL
39. JOB INTERVIEW
40. AROUND THE OFFICE III
41. AN INFORMAL MEETING
42. MAKING A ORDER
43. ORGANISING AN AGENDA
44. A TRADE FAIR – WATCH OUT FOR YOUR COMPETITORS (BRITISH VERSIÓN)
45. A TRADE FAIR – WATCH OUT FOR YOUR COMPETITORS (AMERICAN VERSIÓN)
46. BUSINESS CORRESPONDENCE
47. PRESENTING A COMPANY
48. CONSULTANT
49. DEALING WITH CLIENTS
50. WHAT WENT WRONG?
51. CHOOSING A CONFERENCE VENUE
52. RENTING A CAR AND VAN FOR A TRADE FAIR – GET GOOD INSURANCE (BRITISH VERSION)
53. RENTING A CAR AND VAN FOR A TRADE FAIR – GET GOOD INSURANCE (AMERICAN VERSION)
54. WORKING AWAY
55. CAN I TAKE A MESSAGE?
56. HOW MUCH?!
57. PRICES WILL GO UP
58. FROM START TO FINISH
59. REVIEW
60. TAKING A COMPANY TO COURT - IS IT WORTH IT? (BRITISH VERSION)
61. TAKING A COMPANY TO COURT - IS IT WORTH IT? (AMERICAN VERSION)

