

Business English Course Syllabus

Resources used in the course:

Business Partner, B1+, Iwonna Dubicka, Margaret O’Keeffe, Bob Dignen, Mike Hogan, Lizzie Wright, Pearson

Market Leader – Upper-Intermediate, David Cotton, David Falvey, Simon Kent, Pearson

Market Leader – Advanced, Iwonna Dubicka, Margaret O’Keeffe, Pearson

Intelligent Business – Intermediate, Tonya Trappe, Graham Tullis, Pearson

1.	Talking about your job
2.	Talking about your company (Business Partner, 1.1, 1.2. + Market Leader, Intermediate)
3.	Language review – Using past and present tenses when talking about a company.
4.	How to give a presentation, intro.
5.	How to give a presentation, student presentations
6.	How to organize your writing, students receive a task
7.	Managing questions
8.	Language review – Using indirect questions Extra activity: Reading
9.	How to participate in meetings and express your opinion
10.	
11.	Present an argument
12.	Extra activity: Listening
13.	Language review – Using Conditionals
14.	How to negotiate
15.	Writing a CV
16.	Preparing for an interview Extra activity: Reading
17.	Talking about job satisfaction, Passives
18.	Language review – Using passives to describe a procedure
19.	Test
20.	Test

Additional resources:

Reading: *Why Mexico is Ripe for a Start-up Boom*

Reading: *Business Life - Working Lives; Out of the office - see you next year*

Listening: What makes a good life? Lessons from the longest study on happiness:

https://www.ted.com/talks/robert_waldinger_what_makes_a_good_life_lessons_from_the_longest_study_on_happiness