

Утверждаю:  
директор НОЧУ ДПО «ЦПП «СТЕК»  
С.А. Градополов

## Программа спецкурса «Business English 1»

(84 академических часа)

### Тема 1. Companies

Business communication: making introductions, talking about your company, what companies do  
Grammar: Present Simple

### Тема 2. Contacts

Business communication: making and receiving phone calls, describing your job and people you work with  
Grammar: Present Continuous

### Тема 3. Products & services

Business communication: giving a research report, showing interest in a conversation, describe company's products and services  
Grammar: Past Simple

### Тема 4. Customer service

Business communication: making and dealing with complaints, talking about customer service, making comparisons  
Grammar: Comparisons

### Тема 5. Employment

Business communication: talking about employment procedures, describing your experience in job interview, evaluating options  
Grammar: Present Perfect

### Тема 6. Travel

Business communication: discussing future plans, arrangements and decisions, arranging a meeting, talking about air travel, asking for and giving directions  
Grammar: Will / going to / Present Continuous

### Тема 7. Orders and deliveries

Business communication: talking about orders, deliveries and order processes, discussing payment terms, making and responding to requests  
Grammar: The passive

### Тема 8. Advertising

Business communication: controlling the discussion in meetings, talking about advertising, talking about obligation, necessity and permission  
Grammar: Modal verbs - obligation, necessity and permission

**Тема 9. Corporate hospitality**

Business communication: making invitations and offers, talking about corporate hospitality, talking about corporate event facilities

Grammar: Countable and uncountable nouns

**Тема 10. Business performance**

Business communication: talking about performance, describing trends, giving formal presentation

Grammar: First conditional

**Тема 11. Managing time**

Business communication: talking about time management and deadlines, negotiating conditions

Grammar: Second conditional

**Тема 12. Personal development and training**

Business communication: making and responding to suggestions, giving advice, talking about personal development and training

Grammar: Modal verbs – giving advice

**Предварительная подготовка:**

уровень владения английским языком – Elementary / Pre-Intermediate.