

Ут верж даю:
директ ор НОЧУ ДПО «ЦПП «СТЕК»
С.А. Градополов

Программа спецкурса
«Business English 3»
(100 академических часов)

Тема 1. Innovative organisation

Business communication: roles and responsibilities, types of organisations, managing first meeting, small talk
Grammar: Present Tenses

Тема 2. Marketing

Business communication: marketing and brands, making a presentation, organizing information in e-mails
Grammar: Future forms

Тема 3. Teamwork

Business communication: supporting teamwork, giving and responding to advice, formal and semi-formal emails
Grammar: Gerund vs Infinitive

Тема 4. A career change

Business communication: getting a job, useful phrases for interview and cover letter
Grammar: Indirect questions, Past Simple and Present Perfect

Тема 5. A company's strategy for growth

Business communication: talking about business strategy, collocations and world building, participating in problem-solving meeting
Grammar: Modal verbs: obligation, prohibition, necessity, recommendation.

Тема 6. E-commerce

Business communication: talking about delivery methods, selecting a supplier, describing processes, letter of complain
Grammar: Passive forms

Тема 7. Collaborating on a project

Business communication: negotiating, discussing terms and conditions, reporting reasons and results
Grammar: Comparatives and superlatives

Тема 8. Starting a new business

Business communication: running a business, presenting new ideas, dealing with objections
Grammar: Reported speech

Тема 9. Finance

Business communication: talking about finance and economic crisis, investment opportunities, managing bad news
Grammar: Articles, adverbs and adverbial phrases

Тема 10. Presenting facts and figures

Business communication: presenting visual information, reporting figures, summarizing
Grammar: Order information in sentences, If- clauses

Тема 11. Global work cultures

Business communication: discussing preferences and reach agreement, keeping a conversation going

Grammar: Past tenses

Тема 12. Working abroad

Business communication: giving suggestions, advice and recommendation, formal / neutral / informal language

Grammar: Mixed conditionals, wish

Тема 13. Learning to lead

Business communication: talking about personal qualities, professional development, giving and responding to feedback

Grammar: Relative clauses

Тема 14. Leadership

Business communication: leading and managing meetings, formal and semi-formal language for informing of decisions

Grammar: Question forms

Предварительная подготовка: уровень владения английским языком – Pre-Intermediate / Intermediate.