

A2 Business Language Training	<p>40-60 hours, 2 or 3-hour lessons spread over 2-16 weeks</p> <p>For those who can already talk about simple every-day topics in the language of their choice but would like to expand their vocabulary and gain confidence in simple business situations.</p> <p>The course can be tailored to meet your company's specific needs.</p>
Objective	<p>The aim of this course is to develop straightforward language skills in common business and social situations.</p>
Content	<p>Speaking/Listening:</p> <ul style="list-style-type: none"> ● Introducing yourself, your job and your company; leave taking ● How to give and understand information and instructions ● Making and changing simple arrangements ● Giving an simple opinion on an everyday topic ● Agreeing and disagreeing ● Likes and dislikes ● Descriptions of past activities, routines, current activities, plans and intentions ● Standard phrases in typical business situations (in a meeting, at a social function, etc). ● Asking counterparts for help by adapting their language to your level <p>Telephoning:</p> <ul style="list-style-type: none"> ● Basic telephone conventions ● Giving and receiving messages ● Spelling and numbers <p>Writing/Reading:</p> <ul style="list-style-type: none"> ● Basic writing conventions ● Writing short, everyday e-mails and messages ● Understanding simple e-mails, messages and other correspondence
Vocabulary and grammar	<p>As relevant to the above situations</p>
Materials	<p>Business grammar book and/or skills textbook, CD Rom, online resources, company and job-related authentic materials.</p>