

B1 Business Language Training	<p>30-40 hours, 2 or 3-hour lessons spread over 2-16 weeks</p> <p>For people in business who can already communicate in their chosen language in most daily situations but wish to expand their vocabulary, improve their accuracy and become more confident.</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 your confidence, fluency, vocabulary and writing skills in a familiar business setting to a point which you can comfortably communicate on familiar topics and in common situations.</p>
Content	<p>Speaking/Listening:</p> <ul style="list-style-type: none"> • Interacting comfortably in your familiar work situation • Introducing yourself, your organisation and your market/industry • Comparing and contrasting options and ideas • Giving updates and reports on activities and ideas • Making suggestions, recommendations, offering an opinion and constructing a basic argument • Discussing and negotiating straightforward exchanges • Discussing possible future plans, activities, events and consequences • Social contact with business partners • Giving instructions and explaining obligations • Participating in small meetings on familiar topics <p>Telephoning:</p> <ul style="list-style-type: none"> • Basic telephone conventions • Exchanging and clarifying information • Making and changing arrangements • Dealing with problems <p>Writing/Reading:</p> <ul style="list-style-type: none"> • Conventions for e-mails, business letters and reports • Standard e-mails and letters • Formal and informal styles • Reading and understanding common work related 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>