PRESENTATION:

This subject is addressed to business management participants who must work in the administration field, interacting in the business world around them.

OBJECTIVES:

- To provide participants with the tools of business management to successfully communicate in simple real life situations.
- To develop among the participants the basic competences of grammar, pronunciation and the correct use of enterprise vocabulary.
- To provide participants with the basic skills of the English language to communicate effectively in the business world.

COMMUNICATIONS FOCUS

- Ordering food in a restaurant.
- Reading and writing recipes for food.
- Talking about food and diets.
- Talking about the past.
- Talking about changes in life.
- Talking about life histories.
- Talking about journeys.
- Discussing historical events.
- Talking about future plans.
- Asking for and giving advice.
- Talking about language learning.
GRAMMAR
- Countable and uncountable nouns.
- Imperatives.
- Would like.
- Past simple – regular and irregular verbs.
- Past simple wh- questions.
- Past simple.
- Yes / no questions.
- Going to.
- Should and shouldn’t.

BUSINESS VOCABULARY FOR LEVEL III
- Foods.
- Recipes and cooking.
- Popular culture.
- Collocations and categories.
- Artists and composers.
- Historical journey.
- Sequence markers.
- Important life events.
- Vacation activities.
- Language learning.

INTRODUCTION TO PHONETIC FOR BUSINESS TERM.
- Sentence stress – would like.
- Intonation – wh- questions.
- Intonation – yes / no questions.
- Word stress – should / shouldn’t.

RECOMMENDED TASKS.
- Dictations and songs.
- Role plays.
- Pair work.
- Group work.
- Round table.
- Video.
- Cloze test.
- Songsheets 5- 6.
- Expositions.
• Panels.
• Dramas.
• Ludic activities.
• Global simulations.

EVALUATION
• Homework assignments.
• Quiz.
• Written test.
• Participation in class.
• Interview.
• Oral tests.
• Descriptions.
• Final presentation.

POSSIBLE SUBJECTS FOR THE FINAL PRESENTATION
• Description of an enterprise where you work or you'd like to work.
• Marketing brochure.
• Description of the function of the personal staff.
• Others.

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• *Business and management*. Richmond publishing.
• Lane Linda. *Basic in pronunciation*. 