I. PRESENTATION:

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

II. 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.

COMMUNICATION FOCUS

- Describing house contents.
- Discussing lifestyle.
- Asking and answering about quantities.
- Talking about occupations and sports.
- Describing activities during the week.
- Telling the time.
- Talking about abilities.
- Describing vacations.
- Talking about preferences.
- Describing the weather.
- Talking on the telephone.
- Giving directions.
- Asking for and describing location.
- Making suggestions and excuses.
- Talking about future plans
GRAMMAR
- There is / there are.
- Some and any.
- Adverbs of frequency.
- Can and can’t.
- Present progressive for things happening now.
- Prepositions of place.
- Present progressive as future.

BUSINESS VOCABULARY FOR LEVEL II
- Things in a room.
- Colors.
- Adjectives to describe design.
- Days of the week.
- Time words and phrases.
- Adverbs of frequency.
- Climate and weather.
- Clothes.
- Natural disasters.
- Places in a city.
- Words and phrases for making suggestions.

INTRODUCTION TO PHONETIC FOR BUSINESS TERM
- Intonation – yes / no questions.
- Weak forms – can / can’t.
- Weak forms – present simple and present progressive questions.
- Word stress – places.

RECOMMENDED TASKS.
- Dictations and songs.
- Role plays.
- Pair work.
- Group work.
- Round table.
- Video.
- Cloze test.
- Songsheets 3- 4.
- 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*. 