

Business English Course – Level A1

This programme is provided as an example. All our training programmes are personalised to meet your specific situation and objectives.

Linguarama Training Approach

- Course objectives are agreed with the learner and reviewed and adapted throughout.
- Course programmes and materials are based on the learners' level and needs and are specially designed with a business and professional focus.

During our courses and in our resources:

- there are realistic, communicative and interactive activities;
- online, work-related and authentic materials are integrated;
- there are clear links between learning and the workplace;
- we offer a range of opportunities and activities for personalisation;
- there are regular opportunities for review of progress/learning.

Our training:

- has relevant online and f2f elements;
- helps learners to develop effective learning strategies;
- is delivered by qualified, experienced native speaker.

Method of instruction

- 20 hours individual training (in person or by videoconference).
- Online learning pathway for guided self-study.

Evaluation and assessment

- Online placement test, oral test and needs analysis before the course.
- Ongoing evaluation and feedback by the trainer throughout the course.
- Test on completion of the online learning pathway.
- CLOE or TOEIC test at the end of the course.

Skills acquired

General skills

- Listening for gist
- Listening for detail
- Reading for gist
- Reading for detail
- Spoken fluency
- Spoken accuracy
- Write simple texts
- Strategies for continued learning

Business skills

- Make simple phone calls for information
- Understand the main points of a meeting
- Write short emails and fill in simple forms
- Understand simple, work-related texts

Course Programme

Objectives

- The objectives of the course are entirely personalised. They will be defined by you and the trainer at the start of the course, based on your needs and objectives.

Introductions Introduce yourself Giving facts Present simple	Making arrangements Making arrangements by phone and email Dates and times
Describing routines Present simple for routines Adverbs of frequency	Asking for information Asking for information Giving reasons (too, enough)
Jobs Describing different jobs Job vocabulary	Business travel: hotels Checking in Giving personal details Vocabulary for hotel facilities and services
My workplace Vocabulary for departments and offices Prepositions of place	Job responsibilities Have to, don't have to Talking about your responsibilities at work
Phone calls Starting and ending calls Help phrases	Eating out Restaurant language I'd like
Directions Asking for and giving directions Describing buildings and locations	Current events Present continuous Describing current trends and activities
At reception Dealing with visitors Being a visitor	Requests Making and responding to requests Can, could for permission
Talking about the past Past simple Regular & irregular verbs Talking about what you did yesterday, last week	Processes Describing a process Giving instructions
Size & weight Talking about size and weight Uses of objects	Email Standard email phrases
Making comparisons Comparing things Comparative adjectives	Review End of course review Strategies for continued learning

Note: This programme is given as an example. Your programme may differ based on your needs and objectives.

Level descriptors

People at this level :

- can give basic information on very familiar topics eg, myself, my job and my company.
- can ask and answer basic questions about very familiar topics eg, myself and my job when the other person is willing to repeat things and to help me.
- can write and complete very simple texts eg, messages, simple forms.
- can understand basic information in very short, simple messages and instructions when the other person speaks slowly and clearly and is willing to help.
- can understand familiar words and simple sentences in very short, basic texts eg, messages, emails and notices

