

Business English Course – Level A2

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 routine texts
- Strategies for continued learning

Business skills

- Make and respond to simple phone calls
- Follow the main points of a meeting and contribute comments
- Write short emails and letters
- Make short, simple presentations
- Exchange routine information with colleagues (by phone, email, chat, in person)

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 Introducing yourself Talking about your job and company Language and strategies for the first 5 minutes	Have you ever... Present perfect For & since Describing experiences
Company activity Talking about companies Present simple and continuous	Meetings and discussions Useful phrases for meetings and discussions Vocabulary for meetings
Making arrangements Making & changing arrangements Days, dates, times Present continuous for future	Describing trends Past and present trends Verbs of change
Plans and intentions Going to for future plans and intentions	Comparing facts and figures Talking about facts & figures Making comparisons
Phone calls Getting through and receiving calls Checking and confirming information	Presentations Connectors and linking words Cause and effect, consequence
Emails Formal and informal emails Common email phrases	Networking Socialising at a conference Exchanging contact details
Phone calls Making arrangements on the phone Leaving and taking messages	Being polite Phrases for being polite Making and responding to requests
Exchanging information Asking for information Checking details	Meetings 2 Vocabulary for meeting roles and stages Interrupting, checking, clarifying
How much... Talking about quantity Countable & uncountable nouns	Giving reasons Linking words for reasons & results Giving reasons and explaining results
Describing past events Telling a story Past simple & past continuous Sequencing words	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 use simple phrases and sentences to describe personal and work-related information eg, in a short, rehearsed presentation.
- can exchange simple information on familiar, work-related topics eg, arranging a meeting.
- can say I don't understand and use simple phrases to ask someone to repeat what they said.
- can write short, simple messages, correspondence eg, emails and work-related texts eg, a report when using a template and simple connectors eg, and, but, because.
- can understand frequently used vocabulary and phrases in meetings, presentations and social situations when the speaker speaks clearly and slowly and the topic is very familiar.
- can find and understand specific information in short, simple, work-related texts eg, emails, minutes and texts on familiar topics eg, instructions.

