

Business English Course – Level B1

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 phone calls
- Participate in meetings, make suggestions and comments
- Write routine emails and letters
- Give confident presentations on familiar topics
- Exchange 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	Plans and arrangements Future plans and arrangements Present continuous and going to
Current situations and events Describing current situations Present simple and present continuous	Predictions Future predictions and forecasts Will and going to Time phrases
Exchanging information Giving and understanding details Checking and clarifying	Problems and solutions Describe a problem Discuss possible solutions
Past and present Past simple & present perfect Describe career experience	Advice, obligation, and permission Modals Giving advice and making recommendations Rules and obligations
Asking and answering questions Question forms (past and present) Asking for information Responding appropriately	Talking about results Connectors and linking words Cause and effect, consequence
Emails Formal and informal emails Common email phrases	Presentations Structuring a presentation Opening and closing
Phone calls Making arrangements on the phone Leaving and taking messages	Process Describing processes and procedures Passive form
Projects Giving updates on a project Vocabulary for describing projects	Reporting Reporting on progress Writing strategies
Participating in meetings Giving opinions Agreeing and disagreeing	Making conversation Socialising Making small talk
Describing trends Verbs and adverbs for describing trends Prepositions	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 describe personal and work-related information, experiences, events and briefly give reasons and explanations for opinions and plans.
- can exchange, check and confirm information in routine situations and join in conversations when the topic is familiar eg, about work, travel.
- can produce straightforward, connected texts on topics which are familiar and work-related eg, status reports.
- can understand the main points and specific details in meetings, presentations and on the phone when the topic is familiar and the speaker is clear.
- can find and understand information in straightforward, work-related texts eg, instructions, reports and correspondence eg, emails and in general published texts when the topic is familiar

