

Business English Course – Level B2

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 clear texts
- Strategies for continued learning

Business skills

- Confidently make phone calls for various purposes
- Participate actively in meetings
- Write well-structured emails and standard reports
- Give confident presentations and handle audience questions

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 | Making conversation Developing and maintaining a conversation |
| Meetings Participating effectively Agreeing and disagreeing Checking and clarifying | Emails Common email phrases and jargon Tone and formality |
| Meeting planning and follow up Writing agendas, minutes, and invitations Follow up | Making a point Making your point effectively Adjectives and adverbs |
| Describing past events Past simple, continuous, perfect Sequencing | Reporting results Connectors: Cause & effect, consequence Vocabulary for financial results |
| Describing change Past, present, and future changes | Making decisions Discussing options and making decisions Conditional 2 |
| Leading a meeting Leading a discussion Being firm but polite | Assumptions Making guesses and explaining assumptions Modals: Must, might, could, can't |
| Presentations Opening a presentation Sequencing and signposting language | Giving advice Modals of advice and obligation Giving advice Making recommendations |
| Talking about visuals Referring to visuals in a presentation Describing graphs and figures | Dealing with problems Establishing details of the problem Reasons and consequences |
| Dealing with the audience Answering questions Handling Q&A sessions | Planning a project Vocabulary for projects Future forms |
| Socialising Catching up with colleagues Sharing news | 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 communicate clearly, fluently and effectively on a wide range of work- and non-work-related topics, adapting the formality of my language according to the situation.
- can interact fluently and spontaneously with both native and non-native speakers.
- can use appropriate strategies to ensure understanding.
- can produce clear, detailed texts eg, summaries, reports, emails on a wide range of subjects.
- can understand extended, standard, spoken language on topics which are reasonably familiar including technical discussions related to my specialist area of work. - can understand and interpret the writer's attitude in a wide range of work and non-work related texts and correspondence.

