

Prerequisites : none (level A1 for CPF funded courses)

Training dates : no definite start dates; courses can start at any time during the year.

Our fees : contact our course advisors for more information

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.



Our premises are accessible to all ; our course programs are tailor-made and can be adapted to any disability (colors, fonts, text choices... can be adapted to match our students' needs).

Your contact person for any question regarding specific needs/ disabilities : your course advisor.

Your contact person for any question regarding our pedagogy : your local Director of Studies.

Nos locaux sont accessibles à tous ; nos programmes de formation étant sur-mesure, ils s'adaptent à tout handicap ou besoin particulier (adaptation du format des textes, de la police, grandeur, couleur...).

Votre référent handicap : votre conseiller formation ;

Votre référent pour toute question pédagogique : le responsable pédagogique local.