

English for Business

English for Business Level 4 Targets:

1. Use authentic business text in producing business documents
2. Demonstrate extensive range of language within an extensive range of business contexts
3. Give clear, detailed oral descriptions and presentations on complex subjects
4. Express yourself orally in a clear and appropriate style on business and professional matters

Duration 13 weeks

Seminars: Business Memos, Business Letters and Business Reports

Date	Topics to be covered	Instructor	For Review
17/02	Attitudes to Work Expressing Opinions Harvard Business Review Article - Employee Motivation	Eleni Panagiotopoulou	
20/02	Seminar: Business Memos	Irene Metropoulos	
22/02	Employee Motivation Classifying Information Article Summary – Connecting and Sequencing	Eleni Panagiotopoulou	
24/02	Stress in the Workplace Describing Trends - Cause and Effect Describing Graphs	Eleni Panagiotopoulou	
01/03	Authentic Text Analysis & Practice Text Organisers Equating and Including Ideas	Eleni Panagiotopoulou	
03/03	Large Services Company Expressing Views Modal verbs and Structures Strategy Analysis Report	Eleni Panagiotopoulou	
06/03	Seminar: Business Reports	Lesa Mullen	
08/03	Strategy Analysis Report 2 Eliminating Irrelevance Clauses for structure Letter Structuring	Eleni Panagiotopoulou	
10/03	Ethics and Social Responsibility Clauses - participle, relative Eliminating Irrelevance	Eleni Panagiotopoulou	
15/03	Structuring Information Eliminating Irrelevance Practice Authentic text	Eleni Panagiotopoulou	
17/03	Structuring Information2 Eliminating Irrelevance Practice Authentic text	Eleni Panagiotopoulou	
22/03	Business Letters Content and style Connecting and sequencing	Eleni Panagiotopoulou	
24/03	Business Letters 2 Review Authentic Text Eliminating irrelevance	Eleni Panagiotopoulou	

Reading Week			
07/04	Import Concern Describing SWOT Analysis	Eleni Panagiotopoulou	
12/04	Language and Culture Reading Between the Lines Intensifying Language Adjectives for Description	Eleni Panagiotopoulou	
14/04	Advertising Leaflets Notices Depicting Language	Eleni Panagiotopoulou	
17/04	Seminar: Review	Eleni Panagiotopoulou	
19/04	Project Planning IT Project	Eleni Panagiotopoulou	
21/04	Making a Presentation Mind mapping Functional Language Using graphs	Eleni Panagiotopoulou	
24/04	3-hour Mock Exam	Invigilation	
26/04	Presenting in Class Participants Present a Topic	Eleni Panagiotopoulou	
28/04	Mock Exam Review	Eleni Panagiotopoulou	
EXAM PREPARATION			