

English for Business

English for Business Level 2 Targets:

1. Participate in business defined discussions
2. Adopt the tone, style, language and form appropriate in given situations
3. Converse socially on everyday topics
4. Respond accurately in everyday business correspondence

Duration 13 weeks

Seminars: Business Letters, Business Reports, Leaflets & Notices

Date	Topics to be covered	Instructor	For Review
17/02	Welcome Note Broadband Relationships Comprehension & Discussion Asking for & Giving Opinions	Lesa Mullen	
20/02	Seminar: Business Letters	Eleni Panagiotopoulou	
22/02	Listing: grouping information Sentence structure Gerunds and Infinitives	Lesa Mullen	
24/02	Business Simulation: Extra Perks Expressing Preferences Agreeing and Disagreeing	Lesa Mullen	
01/03	Forming a Team Describing Roles Adjectives and Adverbs	Lesa Mullen	
03/03	Strategy Implementation Describing Nouns Charts and Graphs	Lesa Mullen	
08/03	Business Goals and Objectives Expressing Ability Equating and Including Ideas	Lesa Mullen	
10/03	Organisational Communication: Memos - layout Connecting and Sequencing Requesting Information and Action	Lesa Mullen	
13/03	Seminar: Leaflets & Notices	Irene Metropoulos	
15/03	External Environment Cause and Effect Reason and Result	Lesa Mullen	
17/03	Tenses to Time Strategy Formulation Comparing Ideas	Lesa Mullen	
20/03	Seminar: Business Reports	Irene Metropoulos	
22/03	Decision-Making Behaviour Advising and Suggesting Consolidation Points	Lesa Mullen	

24/03	Business Simulation: Downsizing Modals Checking and Confirming Information	Lesa Mullen	
Reading Week			
07/04	Business Simulation: Planning for Disasters Defining Circumstances Conditionals in Play	Lesa Mullen	
12/04	Organisation Structure Describing Organisation Processes Passive Voice – Lost in Translation	Lesa Mullen	
14/04	Making a Presentation Mind mapping Introduction – Middle - End Functional Language	Lesa Mullen	
19/04	Presenting in Class Participants Present a Topic	Lesa Mullen	
21/04	Articles Informative form Reported speech Impersonal Constructions	Lesa Mullen	
24/04	3-hour Mock Exam	Invigilation	
26/04	Articles 2 Review articles and writing practice Proof reading and editing Concise text	Lesa Mullen	
28/04	Mock Exam Review	Lesa Mullen	
EXAM PREPARATION			