

Note: The language review is intended as a review of grammar points. Students are expected to have learned the grammar before.

Note: The pronunciation topic will be selected by the instructor based on the needs of the class.

Class	Theme	Learning Objective
1	Careers	<ul style="list-style-type: none"> • Discuss your career plans • Vocabulary for describing career moves • Listening: An interview with the Finance Director of a TV company • Pronunciation Module: Consonants or vowel differentiation practice
2	Specialized Module - Socializing Across Cultures	<ul style="list-style-type: none"> • Greeting people you do not know and making introductions • Introducing other people and describing their responsibilities • Greeting people you know and inquiring about well-being
3	Careers	<ul style="list-style-type: none"> • Reading: 'Facebook profiles could damage job prospects' • Language Review: Ability, requests and offers • Telephoning and Making contact • Pronunciation Module: Syllable, word stress or sentence stress practice
4	Case Study	<ul style="list-style-type: none"> • Case Study of YouJuice: Decide on the right candidate for the job • Writing an email to inform about decisions made
5	Companies	<ul style="list-style-type: none"> • Talk about companies • Vocabulary for describing companies • Listening: An Interview with the CEO of a food company • Pronunciation Module: Consonants or vowel differentiation practice
6	Specialized Module - Socializing Across Cultures	<ul style="list-style-type: none"> • Saying goodbye and referring to future contact • How to be a good host • Checking in and out of a hotel and dealing with accommodation problems
7	Companies	<ul style="list-style-type: none"> • Reading: Is John Lewis the Best Company to work for in Britain? • Language Review: Present Simple vs Present Continuous • Presenting your company • Pronunciation Module: Conversation Markers
8	Case Study	<ul style="list-style-type: none"> • Case Study of Dino Conti Ice Cream: Decide on the best way to invest in a company's future • Writing a proposal for an investment plan, explaining the pros and cons of each option
9	Specialized Module - Socializing Across Cultures	<ul style="list-style-type: none"> • Making offers, accepting and declining offers • Expressing and reacting to thanks • Asking for and giving directions
10	Test	<ul style="list-style-type: none"> • Assessment (Written and Oral)

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Class	Theme	Learning Objective
11	Selling	<ul style="list-style-type: none"> • Talk about shopping habits • Vocabulary for making sales • Listening: An interview with the Director of Marketing of a TV shopping channel • Pronunciation Module: Consonants or vowel differentiation practice
12	Specialized Module - Socializing Across Cultures	<ul style="list-style-type: none"> • Describing a town and giving a guided tour of a city • Purchasing tickets for transportation • Talking about the public transportation system
13	Selling	<ul style="list-style-type: none"> • Reading: Women on top in new sales survey • Language Review: Obligations and Prohibitions • Negotiating: Reaching an agreement • Pronunciation Module: Syllable, word stress or sentence stress practice
14	Case Study	<ul style="list-style-type: none"> • Case Study: A partnership agreement • Writing a letter to summarize a negotiation agreement
15	Great Ideas	<ul style="list-style-type: none"> • Discussing what makes a great idea • Verb-noun collocations • Listening: An interview with a researcher • Pronunciation Module: Consonants or vowel differentiation practice
16	Specialized Module - Socializing Across Cultures	<ul style="list-style-type: none"> • Giving and requesting personal advice • Discussing types of entertainment
17	Great Ideas	<ul style="list-style-type: none"> • Reading: Who needs translators • Language Review: Past Simple vs Past Continuous • Successful meetings • Pronunciation Module: Conversation Markers
18	Case Study	<ul style="list-style-type: none"> • Case study: Decide on the best idea for a new attraction • Writing a recommendation report
19	Specialized Module - Socializing Across Cultures	<ul style="list-style-type: none"> • Making suggestions and evaluating suggestions • Extending invitations and responding to invitations • Arranging to meet
20	Test	<ul style="list-style-type: none"> • Assessment (Written and Oral)

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Class	Theme	Learning Objective
21	Stress	<ul style="list-style-type: none"> • Discussing stressful situations • Vocabulary for talking about stress in the workplace • Listening: An interview with the Director of Marketing at a health consultancy • Pronunciation Module: Consonants or vowel differentiation practice
22	Specialized Module - Socializing Across Cultures	<ul style="list-style-type: none"> • Discussing type of food and drink • Discussing the courses of a meal • Describing how food is cooked and the characteristics of food
23	Stress	<ul style="list-style-type: none"> • Reading: Over half of business owners feeling increasingly stressed • Language Review: Past Simple and Past Perfect • Participating in discussions • Pronunciation Module: Syllable, word stress or sentence stress practice
24	Case Study	<ul style="list-style-type: none"> • Case study of Davies-Miller Advertising: Suggest ways of reducing stress amongst staff • Writing a report with suggestions to solve an issue
25	Entertaining	<ul style="list-style-type: none"> • Discussing corporate entertaining • Vocabulary for eating and drinking • Listening: An interview with the Chief Executive of a corporate entertainment company • Pronunciation Module: Consonants or vowel differentiation practice
26	Specialized Module - Socializing Across Cultures	<ul style="list-style-type: none"> • Proposing a toast and using polite language at the table and in a restaurant • Describing the environment of your home country
27	Entertaining	<ul style="list-style-type: none"> • Reading: Interview with 3 corporate entertainment experts • Language Review: Multi-word verbs • Socializing: Greetings and small talk • Pronunciation Module: Conversation Markers
28	Case Study	<ul style="list-style-type: none"> • Case study: Organizing a conference: Choosing the location for a sales conference • Writing an invitation email
29	Specialized Module - Socializing Across Cultures	<ul style="list-style-type: none"> • Discussing personal history and talking about family • Discussing leisure activities and interests
30	Test	<ul style="list-style-type: none"> • Assessment (Written and Oral)

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Class	Theme	Learning Objective
1	New Business	<ul style="list-style-type: none"> • Discussing new businesses and business sectors • Vocabulary of economic terms • Listening: Interviews with the CEO of a money-transfer company and the CEO of a food company • Pronunciation Module: Consonants or vowel differentiation practice
2	Specialized Module – Presentations Basic and Negotiations Basic	<ul style="list-style-type: none"> • Presentations: Introducing yourself and other speakers • Presentations: Describing the objectives of a talk and describing responsibilities of team members
3	New Business	<ul style="list-style-type: none"> • Reading: Internet whiz kid's discount idea makes billions in 2 years • Language Review: Time clauses • Dealing with numbers • Pronunciation Module: Syllable, word stress or sentence stress practice
4	Case Study	<ul style="list-style-type: none"> • Case Study of Taka Shimizu Cycles: Choosing the location for a new factory • Writing an self-introduction email to a potential sponsor
5	Marketing	<ul style="list-style-type: none"> • Talking about the marketing mix and marketing campaigns • Vocabulary: Word partnerships • Listening: An interview with the European Marketing Manager of a pharmaceutical company • Pronunciation Module: Consonants or vowel differentiation practice
6	Specialized Module – Presentations Basic and Negotiations Basic	<ul style="list-style-type: none"> • Negotiations: Introducing people and making small talk • Negotiations: Describing the agenda for a negotiation
7	Marketing	<ul style="list-style-type: none"> • Reading: Adidas targets the Chinese interior • Language Review: Questions • Telephoning: Exchanging information • Pronunciation Module: Conversation Markers
8	Case Study	<ul style="list-style-type: none"> • Case study of Wincote International: Devise a plan to improve sales at an outdoor-clothing company • Writing an email to a superior summarizing changes you will make
9	Specialized Module – Presentations Basic and Negotiations Basic	<ul style="list-style-type: none"> • Presentations: Drawing attention to points and giving examples • Negotiations: Rephrasing to check comprehension
10	Test	<ul style="list-style-type: none"> • Assessment (Written and Oral)

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Class	Theme	Learning Objective
11	Planning	<ul style="list-style-type: none"> • Discussing how and when to plan • Vocabulary for making plans • Listening: An interview with a business consultant and author • Pronunciation Module: Consonants or vowel differentiation practice
12	Specialized Module – Presentations Basic and Negotiations Basic	<ul style="list-style-type: none"> • Presentations: Describing the order of items and indicating the duration of a talk • Negotiations: Inviting and making proposals
13	Planning	<ul style="list-style-type: none"> • Reading: When there's no Plan A • Language Review: Talking about Future Plans • Meetings: Interrupting and clarifying • Pronunciation Module: Syllable, word stress or sentence stress practice
14	Case Study	<ul style="list-style-type: none"> • Case study of European Press and Media Corporation: Plan a new issue of a magazine • Writing a letter to ask for an interview
15	Managing People	<ul style="list-style-type: none"> • Discussing the qualities of a good manager • Verbs and Prepositions • Listening: An interview with the author of a management book • Pronunciation Module: Consonants or vowel differentiation practice
16	Specialized Module – Presentations Basic and Negotiations Basic	<ul style="list-style-type: none"> • Presentations: Linking items • Negotiations: Making and reacting to conditional offers
17	Managing People	<ul style="list-style-type: none"> • Reading: Share the power • Language Review: Reported Speech • Socializing and entertaining • Pronunciation Module: Conversation Markers
18	Case Study	<ul style="list-style-type: none"> • Case study of Ashley Cooper Search Agency: Advise on improving staff relations at a property company • Writing a report on staff problems with proposed solutions
19	Specialized Module – Presentations Basic and Negotiations Basic	<ul style="list-style-type: none"> • Presentations: Inviting questions from the audience, clarification techniques • Negotiations: Accepting and rejecting proposals
20	Test	<ul style="list-style-type: none"> • Assessment (Written and Oral)

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Class	Theme	Learning Objective
21	Conflict	<ul style="list-style-type: none"> • Doing a quiz on management conflict • Word-building • Listening: An interview with an expert in dispute resolution • Pronunciation Module: Consonants or vowel differentiation practice
22	Specialized Module – Presentations Basic and Negotiations Basic	<ul style="list-style-type: none"> • Presentations: Referring to visual aids and describing trends • Negotiations: Summarizing points agreed on and identifying outstanding issues.
23	Conflict	<ul style="list-style-type: none"> • Reading: Intervening quickly in cases of conflict • Language Review: Conditionals • Negotiating: Dealing with conflict • Pronunciation Module: Syllable, word stress or sentence stress practice
24	Case Study	<ul style="list-style-type: none"> • Case study of Herman & Corrie Teas: Decide whether a company should accept a buy-out offer • Writing a letter to shareholders
25	Products	<ul style="list-style-type: none"> • Discussing products • Vocabulary for describing products • Listening: An interview with the editor of a news network • Pronunciation Module: Consonants or vowel differentiation practice
26	Specialized Module – Presentations Basic and Negotiations Basic	<ul style="list-style-type: none"> • Presentations: Rephrasing, reformulating and simplifying important points • Negotiations: Finalizing a deal and checking on agreement
27	Products	<ul style="list-style-type: none"> • Reading: A path to salvation through innovation • Language Review: Passives • Presenting a product • Pronunciation Module: Conversation Markers
28	Case Study	<ul style="list-style-type: none"> • Case study of The George Marshall Awards: Choose the winner of a product-innovation competition • Writing a summary report
29	Specialized Module – Presentations Basic and Negotiations Basic	<ul style="list-style-type: none"> • Presentations: Summing up and signaling the end of a talk • Negotiations: Arranging follow-ups
30	Test	<ul style="list-style-type: none"> • Assessment (Written and Oral)

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Class	Theme	Learning Objective
1	Brands	<ul style="list-style-type: none"> • Talk about your favourite brands • Vocabulary: Words that go with brand, product and market • Listening: An interview with a brand manager • Pronunciation Module: Consonants or vowel differentiation practice
2	Specialized Module - Presentations	<ul style="list-style-type: none"> • Making opening remarks, welcoming and acknowledging the audience • Introducing yourself and other speakers, and describing responsibilities • Vocabulary: Audiovisual aid and facilities
3	Brands	<ul style="list-style-type: none"> • Reading: 'Building luxury brands' • Language Review: Present simple vs Present continuous • Taking part in meetings • Pronunciation Module: Syllable, word stress or sentence stress practice
4	Case Study	<ul style="list-style-type: none"> • Case Study of Hudson Corporation: Decide how a luggage manufacturer can protect its brand • Writing an email to summarize the decisions of a meeting
5	Travel	<ul style="list-style-type: none"> • Talk about your travel experiences • Vocabulary: British and American words • Listening: An Interview with a sales director of a hotel chain • Pronunciation Module: Conversation Markers
6	Specialized Module - Presentations	<ul style="list-style-type: none"> • Describing the objectives of the talk, item order and making provisions for questions • Opening and closing topics within a presentation • Signaling points to be covered later
7	Travel	<ul style="list-style-type: none"> • Reading: What Business Travelers want • Language Review: Talking about the future • Telephoning: Making arrangements • Pronunciation Module: Conversation Markers
8	Case Study	<ul style="list-style-type: none"> • Case Study of BTS: Retain a travel agent's key client • Writing an email to apologize and offer compensation
9	Specialized Module - Presentations	<ul style="list-style-type: none"> • Reinforcing messages by referring back to previous points • Digressing and returning to subjects • Summing up, signaling the end of a talk, and making concluding remarks
10	Test	<ul style="list-style-type: none"> • Assessment (Written and Oral)

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11	Change	<ul style="list-style-type: none"> • Discuss attitudes to change in general and work • Vocabulary: Describing change • Listening: An interview with a management consultant • Pronunciation Module: Consonants or vowel differentiation practice
12	Specialized Module - Presentations	<ul style="list-style-type: none"> • Comparing and contrasting • Expanding arguments • Highlighting, emphasizing, rephrasing, reformulating and simplifying important points
13	Change	<ul style="list-style-type: none"> • Reading: Mercedes, shining star • Language Review: Past simple vs Present Perfect • Managing meetings • Pronunciation Module: Syllable, word stress or sentence stress practice
14	Case Study	<ul style="list-style-type: none"> • Case Study: Acquiring Asia Entertainment: Solve the problems arising from a recent merger • Writing action minutes
15	Organization	<ul style="list-style-type: none"> • Talk about status within an organization • Vocabulary: Describing company structure • Listening: An interview with a management consultant • Pronunciation Module: Conversation Markers
16	Specialized Module - Presentations	<ul style="list-style-type: none"> • Adding emphasis and reiterating • Describing trends • Describing degrees of change
17	Organization	<ul style="list-style-type: none"> • Reading: A successful organization • Language Review: Noun combinations • Socializing: Introductions and Networking • Pronunciation Module: Conversation Markers
18	Case Study	<ul style="list-style-type: none"> • Case study of InStep's: Decide on the relocation site of a shoe manufacturer • Writing an email to your boss about your concerns with a major decision
19	Specialized Module - Presentations	<ul style="list-style-type: none"> • Referring to and drawing conclusions based on charts • Explaining results • Describing causes and consequences
20	Test	<ul style="list-style-type: none"> • Assessment (Written and Oral)

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21	Advertising	<ul style="list-style-type: none"> • Discussing authentic advertisements • Vocabulary: Talking about advertising • Listening: An interview with a marketing communications executive • Pronunciation Module: Consonants or vowel differentiation practice
22	Specialized Module - Presentations	<ul style="list-style-type: none"> • Asking for clarification and repetition • Rephrasing questions and checking comprehension • Inviting the audience to participate in the presentations
23	Advertising	<ul style="list-style-type: none"> • Reading: A new kind of campaign • Language Review: Articles • Starting and structuring a presentation • Pronunciation Module: Syllable, word stress or sentence stress practice
24	Case Study	<ul style="list-style-type: none"> • Case study of Alpha Advertising: Develop an advertising campaign • Writing a summary of an advertising concept
25	Money	<ul style="list-style-type: none"> • Do a quiz on and discuss attitudes on money • Vocabulary: Finance • Listening: An interview with an investment director • Pronunciation Module: Conversation Markers
26	Specialized Module - Presentations	<ul style="list-style-type: none"> • Managing interruptions and explaining time constraints • Sympathizing with audience members' point of view • Key to a successful presentation
27	Money	<ul style="list-style-type: none"> • Reading: An inspirational story • Language Review: Describing trends • Dealing with figures • Pronunciation Module: Conversation Markers
28	Case Study	<ul style="list-style-type: none"> • Case study: Making a pitch to investors • Writing a confirmation email
29	Specialized Module - Presentations	<ul style="list-style-type: none"> • International presentations • Body Language • Getting the message across successfully
30	Test	<ul style="list-style-type: none"> • Assessment (Written and Oral)

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1	Cultures	<ul style="list-style-type: none"> • Discussing the importance of cultural awareness in business • Vocabulary: Business Relationships idioms • Listening: An interview with the manager of a cultural training centre • Pronunciation Module: Consonants or vowel differentiation practice
2	Specialized Module - Negotiations	<ul style="list-style-type: none"> • Welcoming and introducing people • Describing personal views and approaches • Expressing agreement with views
3	Cultures	<ul style="list-style-type: none"> • Social English • Reading: Culture Shock • Language Review: Advice, obligation and necessity • Pronunciation Module: Syllable, word stress or sentence stress practice
4	Case Study	<ul style="list-style-type: none"> • Case Study: Prepare a talk on business culture • Writing a summary report
5	Human Resources	<ul style="list-style-type: none"> • Talking about job interviews • Vocabulary: Job applications • Listening: An interview with an international recruitment specialist • Pronunciation Module: Conversation Markers
6	Specialized Module - Negotiations	<ul style="list-style-type: none"> • Describing the agenda for a negotiation • Clarifying and emphasizing important points • Checking on requirements, asking about and describing needs
7	Human Resources	<ul style="list-style-type: none"> • Reading: Women at work • Language Review: gerunds and infinitives • Getting information on the telephone • Pronunciation Module: Conversation Markers
8	Case Study	<ul style="list-style-type: none"> • Case study of Fast Fitness: Find a new manager for a health club chain • Writing an offer of employment letter
9	Specialized Module - Negotiations	<ul style="list-style-type: none"> • Rephrasing and simplifying to check comprehension • Referring to points already discussed and signaling the end of a discussion • Arranging to draw up a proposal and setting deadlines
10	Test	<ul style="list-style-type: none"> • Assessment (Written and Oral)

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Class	Theme	Learning Objective
11	International Markets	<ul style="list-style-type: none"> • Discussing the development of international markets • Vocabulary: Free trade • Listening: An interview with an expert on negotiating • Pronunciation Module: Consonants or vowel differentiation practice
12	Specialized Module - Negotiations	<ul style="list-style-type: none"> • Making and inviting proposals • Specifying price terms • Making and reacting to conditional offers
13	International Markets	<ul style="list-style-type: none"> • Negotiating • Reading: Trade between China and the US • Language Review: Conditions • Pronunciation Module: Syllable, word stress or sentence stress practice
14	Case Study	<ul style="list-style-type: none"> • Case study of Pampas Leather Company: Negotiate a deal on leather goods • Writing an email summarizing a negotiation agreement
15	Ethics	<ul style="list-style-type: none"> • Discussing the question of ethics at work • Vocabulary: Describe illegal activity or unethical behavior • Listening: An interview with the director of an environmental organization • Pronunciation Module: Conversation Markers
16	Specialized Module - Negotiations	<ul style="list-style-type: none"> • Accepting and rejecting proposals • Giving reasons for disagreement • Describing action required to reach agreement
17	Ethics	<ul style="list-style-type: none"> • Considering options • Reading: The ethics of resume writing • Language Review: Narrative tenses • Pronunciation Module: Conversation Markers
18	Case Study	<ul style="list-style-type: none"> • Case study: Principles or Profit: Debate some ethical dilemmas facing a drugs company • Writing a report summarizing decisions made at a meeting
19	Specialized Module - Negotiations	<ul style="list-style-type: none"> • Describing negotiating problems • Suggesting changes to the agenda • Proposing alternative approaches and compromises
20	Test	<ul style="list-style-type: none"> • Assessment (Written and Oral)

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21	Leadership	<ul style="list-style-type: none"> • Discuss the qualities of good leadership • Vocabulary: Describing character • Listening: An interview with the managing director of an executive recruitment company • Pronunciation Module: Consonants or vowel differentiation practice
22	Specialized Module - Negotiations	<ul style="list-style-type: none"> • Summarizing points agreed on, identifying outstanding issues and describing action to be taken • Checking on agreement and closing a deal • Referring to a conditional acceptance
23	Leadership	<ul style="list-style-type: none"> • Presenting • Reading: Leading L'Oreal • Language Review: Relative clauses • Pronunciation Module: Syllable, word stress or sentence stress practice
24	Case Study	<ul style="list-style-type: none"> • Case study of Lina Sports: Decide on the best leader for a troubled sportswear manufacturer • Writing an email summarizing strategies with supporting reasons for chosen strategy
25	Competition	<ul style="list-style-type: none"> • Do a quiz on how competitive you are • Vocabulary: Sports idioms • Listening: An interview with a manager from the Competition Commission • Pronunciation Module: Conversation Markers
26	Specialized Module - Negotiations	<ul style="list-style-type: none"> • Describing contractual responsibilities in writing • Attributing responsibilities • Negotiation preparation and strategy review
27	Competition	<ul style="list-style-type: none"> • Negotiating • Reading: Head to head competition • Language Review: Passives • Pronunciation Module: Conversation Markers
28	Case Study	<ul style="list-style-type: none"> • Case study of Fashion House: Negotiate new contracts with supplies • Writing an email confirming details of negotiation
29	Specialized Module - Negotiations	<ul style="list-style-type: none"> • Negotiating techniques • Interpreting signals and body language
30	Test	<ul style="list-style-type: none"> • Assessment (Written and Oral)

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1	Communication	<ul style="list-style-type: none"> • Talk about what makes a good communicator • Vocabulary: Good Communicators • Listening: Interview with an expert on communication • Pronunciation Module: Syllable, word stress or sentence stress practice
2	Specialized Module – Meetings & Business Writing	<ul style="list-style-type: none"> • Identifying meeting objectives, formats and types of meetings • Reviewing formats and style used for emails • Discussing the function of emails at workplace
3	Communication	<ul style="list-style-type: none"> • Reading: E-mail: for and against • Language Review: Idioms • Dealing with communication breakdown • Pronunciation Module: Fluent speech features and intonation
4	Case Study	<ul style="list-style-type: none"> • Case Study: The price of success • Writing an email to summarize the decisions of a meeting
5	International Marketing	<ul style="list-style-type: none"> • Talk about international brands • Vocabulary: Marketing word partnerships • Listening: Interview with a professor of international marketing and CEO of a training organization • Pronunciation Module: Fluent speech features and intonation
6	Specialized Module – Meetings & Business Writing	<ul style="list-style-type: none"> • Distinguishing leadership roles and managing questions and answers • Using English as a lingua franca in relation to clarity and correctness and the achievement of aims in emails
7	International Marketing	<ul style="list-style-type: none"> • Reading: Italian luxury • Language Review: Noun compounds and noun phrases • Skills: Brainstorming • Pronunciation Module: Pronunciation in formal settings
8	Case Study	<ul style="list-style-type: none"> • Case Study: Henri-Claude Cosmetic – Creating a global brand • Writing an action minutes as a representative of HCC
9	Specialized Module – Meetings & Business Writing	<ul style="list-style-type: none"> • Managing rules and procedures for meetings • Debating, objecting and voting on a formal motion • Reviewing ways to avoid miscommunications
10	Test	<ul style="list-style-type: none"> • Assessment (Written and Oral)

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11	Building Relationship	<ul style="list-style-type: none"> • Talk about building relationships • Vocabulary: Describing relations • Listening: Interview with Head of Global Corporate Responsibility at Cadbury • Pronunciation Module: Syllable, word stress or sentence stress practice
12	Specialized Module – Meetings & Business Writing	<ul style="list-style-type: none"> • Reviewing ways to greet people, make introductions and describe positions • Comparing use of letters and emails
13	Building Relationship	<ul style="list-style-type: none"> • Reading: Business networks in China • Language Review: Multi-word verbs • Networking • Pronunciation Module: Fluent speech features and intonation
14	Case Study	<ul style="list-style-type: none"> • Case Study: Al-Munir Hotel and Spa Group • Writing sales letter to a loyal customer
15	Success	<ul style="list-style-type: none"> • Discuss what makes people/companies successful • Vocabulary: Prefixes • Listening: Interview with MD of Isis Innovation • Pronunciation Module: Fluent speech features and intonation
16	Specialized Module – Meetings & Business Writing	<ul style="list-style-type: none"> • Asking about and discussing recent events • Easing into a meeting • Review the use, format, structure and style of memoranda
17	Success	<ul style="list-style-type: none"> • Reading: Carlos Slim • Language Review: Present and Past tenses • Negotiating • Pronunciation Module: Pronunciation in formal settings
18	Case Study	<ul style="list-style-type: none"> • Case study: Kensington United • Writing a press release/letter based on the outcomes of negotiation
19	Specialized Module – Meetings & Business Writing	<ul style="list-style-type: none"> • Identifying inappropriate topics at workplace • Discussing strategies to avoid sensitive subjects when making small talk • Reviewing format and style of faxes
20	Test	<ul style="list-style-type: none"> • Assessment (Written and Oral)

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21	Job Satisfaction	<ul style="list-style-type: none"> • Discuss motivational factors and do a quiz • Vocabulary: Synonyms and word-building • Listening: Interview with Director of HR at Procter & Gamble(UK) • Pronunciation Module: Syllable, word stress or sentence stress practice
22	Specialized Module – Meetings & Business Writing	<ul style="list-style-type: none"> • Establishing the meeting's goals • Language for prioritizing issues, consulting with team members and confirming details • Analyzing a complaint letter
23	Job Satisfaction	<ul style="list-style-type: none"> • Reading: Working for the best companies • Language Review: Passives • Cold-calling • Pronunciation Module: Fluent speech features and intonation
24	Case Study	<ul style="list-style-type: none"> • Case study: Just good friends? • Writing a set of guideline on relationships at work
25	Risk	<ul style="list-style-type: none"> • Discuss different aspects of risk • Vocabulary: Describing risk • Listening: Interview with MD of Institute of Risk Management • Pronunciation Module: Fluent speech features and intonation
26	Specialized Module – Meetings & Business Writing	<ul style="list-style-type: none"> • Losing and taking back control in a discussion • Asking and responding to input • Analyzing strategies to deal with difficult issues in writing
27	Risk	<ul style="list-style-type: none"> • Reading: Insuring trade risks • Language Review: Adverbs of degree • Reaching agreement • Pronunciation Module: Pronunciation in formal settings
28	Case Study	<ul style="list-style-type: none"> • Case study: Winton Carter Mining • Writing a report assessing risks and make recommendations
29	Specialized Module – Meetings & Business Writing	<ul style="list-style-type: none"> • Staying on track and managing time in discussions • Determining irrelevant subjects and speeding up a discussion • Reviewing direct and indirect language
30	Test	<ul style="list-style-type: none"> • Assessment (Written and Oral)

Note: The language review is intended as a review of grammar points. Students are expected to have learned the grammar before.

Note: The pronunciation topic will be selected by the instructor based on the needs of the class.

Class	Theme	Learning Objective
1	Management Styles	<ul style="list-style-type: none"> • Discuss different aspects of management style • Vocabulary: Management qualities • Listening: Interview with author of Management and Organisational Behaviour • Pronunciation Module: Syllable, word stress or sentence stress practice
2	Specialized Module – Meetings & Business Writing	<ul style="list-style-type: none"> • Presenting and describing data • Reporting results and making reference to statistics in discussions • Considering types of reports and their formats
3	Management Styles	<ul style="list-style-type: none"> • Reading: Management styles • Language Review: Text reference • Presentations • Pronunciation Module: Fluent speech features and intonation
4	Case Study	<ul style="list-style-type: none"> • Case Study: Selig and Lind • Writing a report to recommend a candidate as new Project Manager
5	Team Building	<ul style="list-style-type: none"> • Talk about working in teams and do a quiz • Vocabulary: Prefixes • Listening: Interview with founder of Fresh Group • Pronunciation Module: Fluent speech features and intonation
6	Specialized Module – Meetings & Business Writing	<ul style="list-style-type: none"> • Techniques for verifying and clarifying information • Expressing confusion and uncertainty • Analyzing alternative formats for report
7	Team Building	<ul style="list-style-type: none"> • Reading: New ways of team building • Language Review: Modal perfect • Resolving conflict • Pronunciation Module: Pronunciation in formal settings
8	Case Study	<ul style="list-style-type: none"> • Case study: Motivating the sales team • Writing a letter to members of a team regarding their work conduct
9	Specialized Module – Meetings & Business Writing	<ul style="list-style-type: none"> • Reviewing and summarizing facts • Identify key points and formulating conclusions • Reviewing the use of proposals
10	Test	<ul style="list-style-type: none"> • Assessment (Written and Oral)

Note: The language review is intended as a review of grammar points. Students are expected to have learned the grammar before.

Note: The pronunciation topic will be selected by the instructor based on the needs of the class.

Class	Theme	Learning Objective
11	Raising Finance	<ul style="list-style-type: none"> • Discuss how and where finance can be raised • Vocabulary: Financial terms • Listening: Interview with MD of Blackstone Group • Pronunciation Module: Syllable, word stress or sentence stress practice
12	Specialized Module – Meetings & Business Writing	<ul style="list-style-type: none"> • Presenting and explaining an action plan • Picking up on fine points and explaining your views • Reviewing standard format of agendas and minutes
13	Raising Finance	<ul style="list-style-type: none"> • Reading: Finding finance • Language Review: Dependent prepositions • Negotiating • Pronunciation Module: Fluent speech features and intonation
14	Case Study	<ul style="list-style-type: none"> • Case study Last throw of the dice • Writing a summary of agreeable points during negotiation
15	Customer Service	<ul style="list-style-type: none"> • Discuss factors in and importance of customer service • Vocabulary: Complaints • Listening: Interview with manager of Raymond Blanc's restaurant • Pronunciation Module: Fluent speech features and intonation
16	Specialized Module – Meetings & Business Writing	<ul style="list-style-type: none"> • Criticizing a proposal and justifying criticism • Accepting criticism and defending a position from criticism • Discussing the purpose of minutes
17	Customer Service	<ul style="list-style-type: none"> • Reading: Changing customer service • Language Review: Gerunds • Active listening • Pronunciation Module: Pronunciation in formal settings
18	Case Study	<ul style="list-style-type: none"> • Case study: Hurrah Airlines • Writing a report summarizing customers' problems and recommendations for service recovery
19	Specialized Module – Meetings & Business Writing	<ul style="list-style-type: none"> • Reviewing details and building consensus • Persuasion others and making compromises • Analyzing different approaches in writing minutes
20	Test	<ul style="list-style-type: none"> • Assessment (Written and Oral)

Note: The language review is intended as a review of grammar points. Students are expected to have learned the grammar before.

Note: The pronunciation topic will be selected by the instructor based on the needs of the class.

Class	Theme	Learning Objective
21	Crisis Management	<ul style="list-style-type: none"> • Discuss ways of handling crises • Vocabulary: Handling crises • Listening: Interview with a professor of Ethics and Social Responsibility at INSEAD • Pronunciation Module: Syllable, word stress or sentence stress practice
22	Specialized Module – Meetings & Business Writing	<ul style="list-style-type: none"> • Dealing with interruptions and restoring order • Asserting authority • Discussing aspects of good and poor writing
23	Crisis Management	<ul style="list-style-type: none"> • Reading: Dealing with crises • Language Review: Conditionals • Asking and answering difficult questions • Pronunciation Module: Fluent speech features and intonation
24	Case Study	<ul style="list-style-type: none"> • Case study: In Range • Writing an article praising or criticizing a company handling crisis
25	Mergers and Acquisitions	<ul style="list-style-type: none"> • Define and discuss acquisitions, mergers and joint ventures • Vocabulary: Describing mergers and acquisitions • Listening: Interview with Director of Mergers & Acquisitions Research Centre • Pronunciation Module: Fluent speech features and intonation
26	Specialized Module – Meetings & Business Writing	<ul style="list-style-type: none"> • Reacting to unexpected events and emergencies • Discussing ways to postpone meetings • Revising a poorly written text
27	Mergers and Acquisitions	<ul style="list-style-type: none"> • Reading: Acquiring a green business • Language Review: Prediction and probability • Making a presentation • Pronunciation Module: Pronunciation in formal settings
28	Case Study	<ul style="list-style-type: none"> • Case study: Rinnovar International • Writing a report on four possible acquisitions
29	Specialized Module – Meetings & Business Writing	<ul style="list-style-type: none"> • Avoiding social mistakes and respecting etiquette • Understanding importance of non-verbal communication • Considering sources of offense or irritation in writing
30	Test	<ul style="list-style-type: none"> • Assessment (Written and Oral)

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