

**1° ed. Corso Business English pre - intermediate (cod.410/17)**

**DURATA:** 60 ore; n. 24 incontri il giovedì dalle ore 18:30 alle ore 21:00 (dal 9 febbraio al 20 luglio 2017)

**SEDE:** Collegio San Giuseppe Via San Francesco da Paola 23 a Torino.

**DOCENTE:** prof.ssa Margaret Gojska

**OBIETTIVI:** raggiungere il livello intermedio d'inglese generale e commerciale e acquisire le competenze nei seguenti ambiti

- Gestione contatti e comunicazione diretta e scritta con l'estero: primi incontri alle fiere e visite all'estero, accoglienza, ristorante con cliente, telefonia e corrispondenza base
- Presentazione professionale dell'azienda, prodotti e servizi
- Apertura e partecipazione alle riunioni internazionali
- Gestione problemi
- Presentazione proposte e la trattativa base

**METODO:** interattivo e multimediale – conversazione, brainstorming, simulazioni dialoghi comparativo - studio della grammatica

**P R O G R A M M A**

<b>D A T E</b>	<b>C O N T E N U T I</b>	<b>M E T O D O</b>
09/02/17  16/02/17  23/02/17  02/03/17	<p><b>Meeting people in business:</b> introduce yourself to others, talk about your job</p> <p><b>Opening a meeting:</b> basic opening, introducing new members</p> <p><b>Making contact on the phone (1):</b> take &amp; leave msgs, check info</p> <p>GRAMMAR: Present Simple &amp; Continuous, Countable &amp; Uncountable</p>	<p>Group/ individual conversation</p> <p>Reading &amp; writing composition</p> <p>Analyzing theory &amp; practical examples</p> <p>Listening to dialogs – comprehension, feedback–simulations</p>
09/03/17  16/03/17  23/03/17  30/03/17	<p><b>Making contact on the phone (2):</b> make &amp; change appointments</p> <p><b>Receiving visitors (1):</b> greet visitors, make polite offers and requests, make small talk</p> <p><b>Receiving visitors(2):</b> show around, explain how to do things, give advice and explain procedures</p> <p><b>Visiting companies:</b> talk about your preferences, describing products &amp; giving opinions, at a restaurant with clients</p> <p>GRAMMAR: Modals 1 &amp; 2</p> <p>WRITING: Messages &amp; Notes</p>	<p>Group/ individual conversation</p> <p>Reading &amp; writing composition</p> <p>Analyzing theory &amp; practical examples</p> <p>Listening to dialogs – comprehension, feedback–simulations</p>
06/04/17  13/04/17  20/04/17	<p><b>Starting presentations:</b> introduce, sequence, company history individual presentations</p> <p><b>Present information:</b> talk about trends, describe graphs</p> <p>WRITING: emails – request &amp; reply to requests</p>	<p>Group/ individual conversation</p> <p>Reading &amp; writing composition</p> <p>Analyzing theory &amp; practical examples</p> <p>Listening to dialogs – comprehension, feedback–</p>

1° ed. Corso Business English pre - intermediate (cod.410/17)

27/04/17	GRAMMAR: Comparatives, Past Simple	simulations
04/05/17	<b>Concluding presentations:</b> give reasons, summarize & conclude, deal with questions	Group/ individual conversation
11/05/17	<b>Leading a meeting:</b> Manage time, keep to the point, close	Reading & writing composition
18/05/17	<b>Participating in meetings:</b> give & ask for opinions, agree & disagree	Analyzing theory & practical examples
25/05/17	GRAMMAR: Futures, Imperative WRITING: Memos – internal procedures/info/recommendations	Listening to dialogs – comprehension, feedback–simulations
01/06/17	<b>Presenting arguments:</b> ask questions, clarify information, put arguments	Group/ individual conversation
08/06/17	<b>Making suggestions:</b> make & respond to suggestions, make a choice	Reading & writing composition
15/06/17	<b>Managing problems:</b> explain problems & discuss options	Analyzing theory & practical examples
22/06/17	WRITING: Letters of complaints & Response GRAMMAR: Present Perfect, Passives	Listening to dialogs – comprehension, feedback–simulations
29/06/17	<b>Negotiating:</b> Present a proposal, accept & refuse, look for creative solutions	Group/ individual conversation
06/07/17	GRAMMAR: Adjectives & adverbs / Conditionals	Reading & writing composition
13/07/17	GRAMMAR: Review before the test	Analyzing theory & practical examples
20/07/17	<b>F I N A L T E S T &amp; S C O R I N G</b>	Listening to dialogs – comprehension, feedback–simulations