

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 23 marzo al 16 novembre 2017)

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

DOCENTE: Comunica Consulting

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

PROGRAMMA

DATE	CONTENUTI	METODO
23/03/17	Meeting people in business: introduce yourself to others, talk about your job	Group/ individual conversation Reading & writing composition
30/03/17	Opening a meeting: basic opening, introducing new members	Analyzing theory & practical examples
06/04/17	Making contact on the phone (1): take & leave msgs, check info	Listening to dialogs – comprehension, feedback–simulations
13/04/17	GRAMMAR: Present Simple & Continuous, Countable & Uncountable	
20/04/17	Making contact on the phone (2): make & change appointments	Group/ individual conversation
04/05/17	Receiving visitors (1): greet visitors, make polite offers and requests, make small talk	Reading & writing composition
11/05/17	Receiving visitors(2): show around, explain how to do things, give advice and explain procedures	Analyzing theory & practical examples
18/05/17	Visiting companies: talk about your preferences, describing products & giving opinions, at a restaurant with clients GRAMMAR: Modals 1 & 2 WRITING: Messages & Notes	Listening to dialogs – comprehension, feedback–simulations
25/05/17	Starting presentations: introduce, sequence, company history individual presentations	Group/ individual conversation Reading & writing composition
01/06/17	Present information: talk about trends, describe graphs	Analyzing theory & practical examples
08/06/17	WRITING: emails – request & reply to requests	Listening to dialogs – comprehension, feedback–

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15/06/17	GRAMMAR: Comparatives, Past Simple	simulations
22/06/17	Concluding presentations: give reasons, summarize & conclude, deal with questions	Group/ individual conversation
29/06/17	Leading a meeting: Manage time, keep to the point, close	Reading & writing composition
06/07/17	Participating in meetings: give & ask for opinions, agree & disagree	Analyzing theory & practical examples
13/07/17	GRAMMAR: Futures, Imperative	Listening to dialogs – comprehension, feedback–simulations
	WRITING: Memos – internal procedures/info/recommendations	
21/09/17	Presenting arguments: ask questions, clarify information, put arguments	Group/ individual conversation
28/09/17	Making suggestions: make & respond to suggestions, make a choice	Reading & writing composition
05/10/17	Managing problems: explain problems & discuss options	Analyzing theory & practical examples
12/10/17	WRITING: Letters of complaints & Response	Listening to dialogs – comprehension, feedback–simulations
	GRAMMAR: Present Perfect, Passives	
19/10/17	Negotiating: Present a proposal, accept & refuse, look for creative solutions	Group/ individual conversation
26/10/17	GRAMMAR: Adjectives & adverbs / Conditionals	Reading & writing composition
09/11/17	GRAMMAR: Review before the test	Analyzing theory & practical examples
16/11/17	F I N A L T E S T & S C O R I N G	Listening to dialogs – comprehension, feedback–simulations