

## **Business English Course 2019**

This course will run for 8 x 90 minute lessons and will develop students' understanding and use of Business English. The course will be delivered in 7 lectures which will be interactive developing skills through pair and group work. The course will give students the opportunity to write plans and reports so they can demonstrate their understanding. The final week of the course will be a test in the form of a group presentation and individual written feedback.

All the sessions will be combine both theory and practical work so the learning can be easily applied outside the classroom.

### **1. What's the question and how to give the right answer**

Students will get an overview of the course – what will be covered each week, what is expected in terms of work and what is expected from them. The introduction session will cover question formats and look at small talk – which will be practiced at the end of the session. Students will write an introduction email about themselves for follow up.

### **2. Going to business**

Students will look at various documents used by companies and the language in them. Students will then work in teams of no more than 8 to create their own company. This company will form the basis for the course – they will create business plans, write reports and give a presentation.

### **3. Planning**

This session will look at planning techniques and revise the language associated. After a revision of future tenses there will be an overview of types of plans and planning techniques. Students will divide team into two and produce two plans for their company.

### **4. Reporting**

The Friday session will look at the language of reports and the objectives. The lesson will start by revising the past tense and the passive and then move on to reports. Students will report on the success of the other half of their team's reports.

### **5. Presentations part one**

This week will look at presenting. The first session will look at what makes a good presentation and look at some tips for presenting. Students will then look at drafting a presentation on their company in group. Outline of what is required for the final week.

### **6. Presentations part two**

Having drafted the content of the presentation we will examine language techniques that will help them improve their presentations and deliver with greater impact in the final exam. Students will then work on their presentation.

### **7. Negotiation**

The students will look at the language of negotiation, in particular conditionals, and after watching a negotiation they will get a chance to negotiate in pairs.

### **8. Final Exam**

Students will present as a group for a final assessment. Students will also be asked to provide a report and feedback on another group so as to keep attention high during the session.