

Teaching English for Business Communication

Course for Teachers or self-study

Level: elementary

Course duration: 30 hours

- Unit 1 Meeting and Greeting Visitors
- Unit 2 Business Meeting
- Unit 3 Chairing Business Meeting
- Unit 4 Comments and Handling Complaints
- Unit 5 Expressing Agreement or Disagreement
- Unit 6 Problem Solutions
- Unit 7 Requesting for confirmation and clarification. Summary
- Unit 8 Opinion: expressing, defending, challenging
- Unit 9 Making proposals, offers, and suggestions. Saying thank you and goodbye to visitors
- Unit 10 Telephone and online communication

Answer Key for Teachers (TASKS)

Answer Key for Students (TASKS)

Marking Scheme