

TEACHING ENGLISH FOR BUSINESS COMMUNICATION

Course for Teachers or self-study

Level: intermediate

Course duration: 30 hours

- Unit 1 Introduce Yourself to Visitors, Colleagues and Clients
- Unit 2 Phone and Email Enquiries
- Unit 3 Invitations: Arranging, Responding, Changing
- Unit 4 Arranging Travel for Business Purposes
- Unit 5 Asking and Giving Directions
- Unit 6 Ordering Meal. Social and Informal Business Events.
- Unit 7 Conducting Business Meetings
- Unit 8 Office and Technical Equipment
- Unit 9 Office Culture. Professional Behavior.
- Unit 10 Resolving Conflicts with Colleagues and Customers.

Answer Key for Teachers (TASKS)

Answer Key for Students (TASKS)

Marking Scheme