

NOMBRE DEL CURSO: INGLÉS PARA LOS NEGOCIOS ÁMBITO: COMERCIO Y MARKETING HORAS: 100

OBJETIVOS:

- ✓ Obtener las habilidades conversacionales básicas del idioma Inglés: escuchar antes de responder, pensar antes de hablar o pedir aclaraciones si es necesario, ayudándose a hablar con tus jefes o compañeros.
- ✓ Leer y escribir correos, de forma adecuada sabiendo presentándonos al resto de compañeros y respondiendo como consultando nuestras dudas sin inconvenientes.

INDICE:

Pleased to meet you

1. Formal Greetings in English
 - 1.1. Greetings when arriving
 - 1.2. Replying to a greeting
 - 1.3. Follow up
 - 1.4. Greetings when departing

Exercise: Choose the most suitable option. What would you say to someone...

Exercise: Read the questions and choose the most suitable option
2. Introducing yourself and others
 - 2.1. Addressing someone for the first time

Exercise: According to the text, are these sentences true or false?
3. Present simple and present progressive
 - 3.1. Presente simple
 - 3.2. Presente continuo

Exercise: Choose the best option to fill the gaps

Remember

Self-evaluation questions

When can you start?

1. The job interview
 - 1.1. Small talk

Exercise: According to the text, are these sentences true or false?

Exercise: According to the text, are these sentences true or false?
2. Most common questions
3. Past simple and irregular verbs
 - 3.1. Past simple: affirmative
 - 3.2. Irregular verbs
 - 3.3. Past simple: negative
 - 3.4. Past simple: interrogative
 - 3.5. Use of past simple

Remember

Self-evaluation questions

First day at the office

1. Welcome in the Company!
 - 1.1. Describing the Company
 - 1.2. Describing your position
2. Getting around
 - 2.1. Departments in a Company
 - 2.2. Positions within the structure

Exercise: Many big firms have lots of different sections and it can be helpful to know which part of the Company does what. Look at the following Company departments. Which department does which job?

Exercise: Fill the gaps with the words given
3. Future tenses
 - 3.1. Predictions
 - 3.2. Future plans and agreements

Remember

Self-evaluation questions

Thanks for calling

1. Dealing with clients on the phone
 - 1.1. How to make and receive a phone call
 - 1.2. Asking for clarification
 - 1.3. Spelling over the phone
 - 1.4. Voice mail
2. Setting an appointment
 - 2.1. Date
 - 2.2. Time
3. Infinitive or gerund
 - 3.1. Infinitive
 - 3.2. Gerund

Remember

Self-evaluation questions

Dear valued customer

1. Written communication
 - 1.1. Organizing paragraphs
 - 1.2. Linking words
2. Specific text patterns
 - 2.1. Formal letters
 - 2.2. Email
 - 2.3. Report
 - 2.4. Useful expressions and vocabulary
3. Modal verbs
 - 3.1. Can
 - 3.2. Could
 - 3.3. May and might

3.4. Must

3.5. Should and ought to

Remember

Self-evaluation questions