

Business English, Level B1 (Part1)

Here are the topics of the course listed week by week

Week 1

First Impressions
A typical day
Simple present

Week 2

Talking about your job, responsibilities / projects
Present continuous

Week 3

Working together
Describing companies and products
Passive: simple present

Week 4

Here's my card
Giving your contact details
Introducing yourself and your company

Week 5

Then & Now
Working here
Simple past

Week 6

Talking about your job experience + your past
Used to

Week 7

Old job, new job
Talking about your skills and abilities
Can, could, be able to

Week 8

I'm calling about ...
Making telephone calls and leaving messages
Exchanging information
Passive: simple past and modals

Week 9

A company tour
Meeting people
Adjectives and adverbs

Week 10

Welcoming visitors and socializing
Past continuous

Week 11

How things work
Talking about rules and regulations
Describing a process
Writing emails
Must(n't), need(n't), (not) have to tell me more ...

Week 12

Tell me more ...
Developing small talk tactics
Culture spot: What is the point of small talk?

Week 13

Big plans
Looking ahead
Talking about plans and projects
Will future

Week 14

Looking at graphs and sales figures
Going to future

Week 15

Projects & planning
Taking part in meetings
Passive: will future

Week 16

Have I got that right?
Checking and comparing information
Placing orders
Word order with adverbs of manner

Week 17

Terms & conditions
Discussing terms
First conditional

Week 18

Negotiating a deal
if vs when

Week 19

Work-life balance
Talking about differences
Persuading others
Making comparisons

Week 20

What are your terms?
Talking about prices and terms
Fewer/fewest, less/least, more/most

Common European Framework of Reference for Languages (CEF)

ADVANCED LEVEL	C2	At the end of level C2 you can understand and use colloquial and idiomatic expressions and use the language for challenging, academic contexts both orally and in writing.
	C1	At the end of level C1, you can lead complex conversations spontaneously and effortlessly, understand technical articles and technical instructions, express yourself in written form clearly and precisely at an adequate language level.
INTERMEDIATE LEVEL	B2	At the end of level B2 you can follow longer contributions on abstract topics and understand news broadcasts. Orally you can communicate spontaneously and fluently and in writing you can comment on content personally and formally content.
	B1	At the end of level B1 you can understand the essentials of a discussion when clear standard language is used and when familiar, concrete content is used. You can cope with most everyday situations, report on experiences and justify opinions.
ELEMENTARY LEVEL	A2	At the end of level A2 you will be able to understand frequently used expressions, when it has to do with simple information about daily life such as shopping, work, and family. You can describe your circumstances and things in simple terms and describe everyday life.
	A1	At the end of level A1 you will be able to understand and use familiar expressions and simple sentences. You can introduce yourself, communicate information to persons and communicate in a simple way when a partner speaks slowly and is ready to help.