

## Business English, Level B1 – Course 2

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Here are the topics of the course listed week by week

### Week 1

A new job  
Present perfect

### Week 2

Talking about your experiences  
(with ever, never, so far)

### Week 3

Making arrangements  
Discussing and making arrangements  
Checking and reporting progress  
Present continuous for future arrangements

### Week 4

Can we find a time?  
Updating a diary  
Writing emails to make and change appointments  
Simple present for fixed future schedules  
Present perfect with already, not ... yet, just

### Week 5

Out of the office  
Presenting ideas  
Talking about recent activities and new developments  
Present perfect with for and since

### Week 6

Making small talk and saying goodbye  
Passive: present perfect  
Present perfect vs simple past

### Week 7

Travelling on business  
Communicating at the hotel  
Making polite requests and complaints

### Week 8

I'd like to begin with ...  
Structuring and giving presentations  
Some and any

### Week 9

At a trade fair  
The eco trade fair  
Describing features and benefits of products  
Adjective + infinitive

### Week 10

Linking words  
Adverb + past participle  
Past perfect

### Week 11

Back in the office  
Writing formal and informal emails

### Week 12

A product review  
Analysing data and writing reports

### Week 13

A company tour  
New management

### Week 14

Talking about a company's history  
Present perfect continuous

### Week 15

At a restaurant  
Discussing international management styles  
Explaining a menu  
Verb + object + infinitive

### Week 16

I'm very sorry about this  
Making and dealing with complaints

### Week 17

Smooth operations  
Supply chains  
Talking about supply chains  
Second conditional

### Week 18

Discussing hypothetical situations and consequences  
First conditional vs second conditional

### Week 19

Budget talk  
Asking for and giving approval  
Exploring the next steps for learning  
Unless and in case

### Week 20

Here's my idea  
Pitching a proposal  
Extra practice  
Time to say goodbye

## Common European Framework of Reference for Languages (CEF)

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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.