



## EMPRENEDORES: INGLÉS DE NEGOCIOS

### OBJETIVOS

Estudiar los conocimientos necesarios del idioma para poder llevar a cabo la comunicación en un contexto empresarial o de negocios. Se estudian funciones como: intercambiar información personal, describir trabajos, dar instrucciones, realizar pedidos, expresiones habituales en los viajes, etc. Para ello, se utilizan las técnicas de role-play, lectura de textos y cuestiones abiertas.

### CONTENIDOS

#### Inglés de negocios

- Business Introductions
- A new colleague at work
- Email problems
- What do they do?
- Around the office I
- International business
- Starting work - Where are the departments? (British version)
- Starting work - Where are the departments? (American version)
- A business lunch
- Company rules
- Working life
- Around the office II
- What's my job?
- A busy day at the office
- Fire drill - There is a fire! (British version)
- Fire drill - There is a fire! (American version)
- The company secretary
- Where's my pen?
- Where is the manager's office?
- Responsibilities
- How many messages?
- Business trip
- Health and safety - An accident at work (British version)
- Health and safety - An accident at work (American version)
- How was the trip?
- Comparing companies
- He's talking to the boss
- What time is the meeting?
- A guest at work
- My last job
- It isn't working! (British version)
- It isn't working! (American version)
- Office I
- Office II
- Office III



Office IV

Typical Situation. Office

Performance appraisal

Job interview

Around the office III

An informal meeting

Making an order

Organising an agenda

A trade fair - Watch out for your competitors (British version)

A trade fair - Watch out for your competitors (American version)

Business correspondence

Presenting a company

Consultant

Dealing with clients

What went wrong?

Choosing a conference venue

Renting a car and van for a trade fair - Get good insurance (British version)

Renting a car and van for a trade fair - Get good insurance (American version)

Working away

Can I take a message?

How much?!

Prices will go up

From start to finish

Review

Taking a company to court - Is it worth it? (British version)

Taking a company to court - Is it worth it? (American version)