

Business English Intermediate (B1/B1+) course is designed for business professionals and students at Intermediate level, who want to improve their English in a business context. Business English uses the course book '**Business Result Intermediate 2nd ed**' (Oxford) that aims to develop your communication skills at work. Each course also includes writing tasks using language focused on in class.

During the course you will develop English language skills for:

- Socialising within a business context
- Meetings
- Presenting
- Exchanging information
- Writing business emails

Our Business course consists of four courses which can be completed in any order. Teachers will use their experience and expertise to adapt materials to suit your needs and business context, adding more challenge or support as necessary.

Business English Intermediate -A
Units 1-4

- **Socialising:** Introductions, saying what you do, express interest in conversations, Speed networking
- **Exchanging information:** Talking about leisure, exchanging contact details, corridor conversations, start and end phone calls politely
- **Presenting:** Explaining how something works, make comparisons, talk about services and systems
- **Meetings:** Updating and delegating tasks, talk about projects
- **Writing:** Formal business emails

Business English Intermediate- B
Units 5-8

- **Socialising:** Welcoming visitors, how to make and respond to offers, talk about work rules and regulations
- **Exchanging information:** Getting information, making and changing arrangements, manage customer feedback
- **Meetings:** Presenting and discussing plans, how to encourage people, talk about future goals
- **Presenting:** Explaining and asking about changes, introduce and respond to news
- **Writing:** Formal business emails

Business English Intermediate- C
Units 9-12

- **Exchanging information:** Placing and handling orders, talk about logistics and supply chains, report problems or disagreements
- **Meetings:** making suggestions and recommendations, how to link ideas, how to be persuasive, talk about decision making, participate in discussions
- **Presenting:** Give a formal presentation, respond to difficult questions and comments, talk about extremes and innovative ideas
- **Writing:** Formal business emails

Business English Intermediate -D
Units 13-15

- **Socialising:** Planning future contact, getting someone's attention, talk about processes
- **Exchanging information:** Discussing problems, checking someone's understanding, talk about breakdowns and faults, offer advice and recommend
- **Meetings:** Appraising performance and setting objectives, give feedback, talk about personal qualities, how to generalize, reporting back on and evaluate research, use contrasting language
- **Writing:** Formal business emails