

INTERNATIONAL LANGUAGE CENTRE

SYLLABUS BUSINESS ENGLISH

BUSINESS PARTNER

C1 COURSEBOOK & EBOOK WITH MYENGLISHLAB & DIGITAL RESOURCES
CD ISBN 9781292393001

FIRST semester

UNITS 1-5

Unit 1 - INNOVATION *Lead-in /video /vocabulary/Reading (p.10)/Grammar/Skills (Engaging presentations p.14)/ Writing (report p.16)*

Unit 2 - LIFE CYCLE *Lead-in /video/ vocabulary/Reading (p. 90) /Grammar/Skills (Reforming and clarifying p.22)/ Writing (Minutes of a meeting p.26)*

Unit 3 - FINANCE AND INVESTMENT *Lead-in /video/ vocabulary/Reading (p.92) /Grammar/Skills (Challenging facts politely p.32) /Writing (email p.31)*

UNIT 4 - DISRUPTORS *Lead-in /video/ vocabulary/Reading (p.40) /Grammar/Skills (Finding solutions p.42)/ Writing (blog p.41)*

UNIT 5 - CUSTOMER ENGAGEMENT *Lead-in /video /vocabulary/Reading (p.50) /Grammar/Skills (Presenting research data p.52) /Writing (Advertising copy p.56)*

SECOND semester

UNITS 6-8 and student presentations

UNIT 6 - THE BUSINESS OF TOURISM *Lead-in /video/ vocabulary/Reading (p.60) /Grammar/Skills (Business networking p.62)/ Writing (email p.66)*

STUDENT PRESENTATIONS

UNIT 7 - MANAGING CONFLICT *Lead-in /video/ vocabulary/Reading (p.69) /Grammar/Skills (Giving support and guidance p.72) /Writing (report p.76)*

UNIT 8 – MINDSET *Lead-in /video /vocabulary/ Grammar/ Skills (x2) / (1. Handling a performance review p.82) (2. Action learning p.84 /) /Writing (Self-assessment p.86)*