

apd

Formación

ASOCIACIÓN PARA EL PROGRESO DE LA DIRECCIÓN



BREAKFAST TIME BUSINESS

Valencia, febrero de 2019

apd



BREANFAST TIME BUSINESS

Do you or your company need English at work? Our Breakfast Time Business course will give you a taster of many of the different ways English is used in business: for Telephone conversations, presentations, negotiating and recruitment.

Learn useful vocabulary and grammar as well as strategies for conducting business in English across a wide variety of subjects including practical work and written exercises. We are sure once you have had a flavour of Number 16 you will be left wanting more! Number 16 has a solution to all your business needs in English. Perhaps you want to improve the General English at your company.

Our exclusive method for General English delivers dynamic classes with a strong focus on speaking and understanding, increasing fluency and vocabulary as well as pronunciation and grammar.

Alternatively, perhaps you need to achieve a formal qualification. In which case we can help you to prepare for all internationally recognised exams with our highly skilled, experienced and trained native teachers. If you would like to focus in more detail, on some of the areas covered in the taster course, there are longer, more in-depth business courses available.

Our dedicated Area Sales Director would be delighted to discuss your requirements and you can rest assured that Number 16 can provide a bespoke solution to any of your English needs.



Lesson 1 | Telephoning (2 hours)

- Dates, Times, Spelling
- Formal/ informal language
- Making Arrangements
- Apologising
- Leaving messages/ voicemails
- Listening strategies
- Role plays

Lesson 2 | Recruitment (2 hours)

- Introducing yourself
- Grammar and vocabulary: creating questions, question tags, formal interview language conditional interview questions
- Interview questions and competency based questions
- Negotiating terms and conditions of service
- Role plays

Lesson 3. Negotiating | 2 hours

- Introducing yourself, explaining your role
- Formal/ informal language
- HIT strategy
- Setting objectives/ forming an agenda
- Useful phrases and vocabulary (proposals/counter proposals, negotiating, reaching agreements confirming agreements)
- Role plays

Lesson 4. Presentations

- Making smalltalk
- Introducing yourself
- Useful grammar and vocabulary
- Signposting, emphasizing and contrasting, explaining visuals, explaining results
- Effective conclusions

