

# British Specific Business Director

## british-english

In this level, the student will learn the fundamental tools for communicating in English. Whilst introducing the correct use of the indefinite article, subject pronouns and basic syntax including the verb 'To Be' and the alphabet, the course covers functions including: greetings and introductions, nationalities, through meaningful, contextual exercises. As well as introducing the essential structures and vocabulary necessary to talk about the topic areas mentioned, the learner is encouraged to practice pronunciation from the very beginning.



Includes Specific Business Director, vocabulary, phrases and dialogues.

**Requisitos** Browser: Microsoft Internet Explorer, 5.1

**Horas de teoría** 22

**Horas de práctica** 8

## Contenido

### Specific Business Director

On successfully completing the course objectives at this level, learners will have the ability to competently demonstrate the capacity to deal with routine situations and express themselves appropriately.

In common situations such as greeting and conversing with people, asking for and giving personal and work-related information at meetings, you will take helpful notes, solving common problems, making plans and confirming arrangements.

Face to face and on the phone you will be able to understand detailed instructions and advice and specify the contribution people in the organization make and the duties they carry out.

You will be able to understand and follow written instructions that consolidate the vocabulary used in a contextualized and realistic way typical of everyday business situations.

The test tasks practice and consolidate the expressions in written and spoken form. By following the instructions in the activities you will test your knowledge of the language you use at work and the way you speak in the exercises and keep a record of the pronunciation you practice to monitor the progress you make and encourage reflection.

### Dexway guide

A complete guide through which the user can come to know how the Deway method works and so enjoy all the options and possibilities that it offers.

The student will learn how to access the Dexway community ( or the world of Deway) in an easy and simple way by using the web page [deway.com](http://deway.com). and additionally through the platform and through the lessons.

Also the student will come to understand the layout of the page within each lesson enabling them to move more easily; becoming more visually aware and so facilitating how to find the material they need, such as the way to consult their teacher through the medium 'One2One' or how to enjoy their live virtual classes. In addition to this the student will be able to see the type of lessons and activities that they will come across, throughout the duration of the course.

### Unit 1 - Lesson 1 - Greetings

Aims: To introduce and re-cycle vocabulary and structures through a series of interactive exercises such as word/sentence-picture association, listening comprehension with short, realistic dialogues and student-led listening practice with the vocabulary items.

### Unit 1 - Lesson 2 - Greetings

Aims: To introduce The Present Simple Affirmative of the verb 'To Be', Spelling, The alphabet.

### Unit 1 - Lesson 3 - Greetings

Aims: To consolidate what has been studied in the previous lessons through a series of interactive exercises such as listening comprehension with short, realistic dialogues and student-led listening practice with the vocabulary items.

### Unit 2 - Lesson 1 - Happy birthday!

Aims: To introduce and re-cycle vocabulary and structures through a series of interactive exercises such as word/sentence-picture association, listening comprehension with short, realistic dialogues and student-led listening practice with the vocabulary items, structures and functions, the verb 'To Be': affirmative, short form, talking about ages, vocabulary and introductions: third person.

### Unit 2 - Lesson 2 - Happy birthday!

Aims: To introduce and re-cycle structures and sentences through a series of interactive exercises such as student-led listening practice with the vocabulary items such as the family and home, Numbers 0-10.

### Unit 2 - Lesson 3 - Happy birthday!

Aims: To consolidate vocabulary, structures and grammar through a series of interactive exercises such as complete the sentences, choose the correct word or option, listening activity, and dub the film of the structures previously studied: the verb 'To Be' in the affirmative short form, numbers 1-10, vocabulary related to age, families and home and introductions.

### **Unit 3 - Lesson 1 - Meeting new people**

Aims: To introduce and re-cycle vocabulary and structures through a series of interactive exercises such as word/sentence-picture association, listening comprehension with short, realistic dialogues and student-led listening practice with the vocabulary items Structures and functions, Adjectives, The verb To Be: affirmative, extended personal information and correct use of subject pronouns Talking about countries and nationalities Every day expressions.

### **Unit 3 - Lesson 2 - Meeting new people**

Aims: To study and practice the grammar and useful phrases through a series of interactive exercises about The verb To Be: affirmative, long and short forms extended personal information Determiners: a/an Expressing similarity: also/too Talking about countries and nationalities.

### **Unit 3 - Lesson 3 - Meeting new people**

Aims: To consolidate and review vocabulary and structures through a series of interactive exercises such as listening and writing, Pronunciation: listen and repeat, choose the correct word and complete the sentences. The verb 'To Be': affirmative, long and short forms Talking about surnames extended personal information Determiners: a/an Spelling surnames Expressing similarity: also/too Talking about countries and nationalities.

### **Unit 4 - Lesson 1 - At the party**

Aims: To introduce and re-cycle vocabulary and structures through a series of interactive exercises such as word/sentence-picture association, listening comprehension with short, realistic dialogues and student-led listening practice with the vocabulary items, Structures and functions Adjectives, The verb 'To Be': interrogative and negative forms, Talking about jobs: extended personal information. Plurals and demonstrative pronoun: This/these. Vocabulary Talking and asking about more nationalities.

### **Unit 4 - Lesson 2 - At the party**

Aims: To learn and practice grammar through a series of interactive exercises on The verb 'To Be': interrogative and negative forms, jobs, Determiners: this/these Interrogative pronouns: what through a series of interactive exercises such as gap-filling, choose the correct word, etc. and also Pronunciation: listen and repeat.

### **Unit 4 - Lesson 3 - At the party**

Aims: To consolidate and review vocabulary, grammar and structures previously studied through a series of interactive exercises such as, listening and writing, pronunciation of useful phrases by listening and repeating, choosing an option, gap-filling, etc. on The verb 'To Be': interrogative and negative forms jobs: extended personal information, Determiners: this/these, Plurals.

### **Unit 5 - Lesson 1 - Introductions, Greetings and Farewells / Alphabet**

In this lesson specific vocabulary will be studied and expressions related to an activity or a specific area through a variety of situations in order for the student to be able to cope without any problems in everyday situations related to this particular field.

### **Unit 5 - Lesson 2 - Numbers and Colours**

In this lesson specific vocabulary will be studied and expressions related to an activity or a specific area through a variety of situations in order for the student to be able to cope without any problems in everyday situations related to this particular field.

### **Unit 5 - Lesson 3 - Days, Months and Seasons / Telephoning**

In this lesson specific vocabulary will be studied and expressions related to an activity or a specific area through a variety of situations in order for the student to be able to cope without any problems in everyday situations related to this particular field.

### **Unit 6 - Lesson 1 - Countries and Nationalities / Ways to pay and Time**

In this lesson specific vocabulary will be studied and expressions related to an activity or a specific area through a variety of situations in order for the student to be able to cope without any problems in everyday situations related to this particular field.

### **Unit 6 - Lesson 2 - Directions / Place and Movement**

In this lesson specific vocabulary will be studied and expressions related to an activity or a specific area through a variety of situations in order for the student to be able to cope without any problems in everyday situations related to this particular field.

### **Unit 7 - Lesson 1 - Business Director: Part 1**

Learners will be able to:

- Contribute effectively in meetings and keep up a casual conversation fluently and appropriately. Listen and respond politely to agree details of meetings and arrangements.
- Scan texts for relevant information and understand detailed instructions and advice. Use appropriate language to describe typical duties and responsibilities at work.
- Make notes and write standard correspondence.

**Unit 7 - Lesson 2 - Business Director: Part 2**

On successfully completing this lesson the learner will demonstrate he/she:

- Can take and pass on most messages that are likely to require attention during a working day.
- Can understand most correspondence, reports and factual product literature he/she is likely to come across.
- Can deal with all routine requests for goods or services from professionals and contacts.

**Unit 7 - Lesson 3 - Business Director: Consolidation**

The learner will be able to:

- Demonstrate their learning by completing the tests based on the materials in the units.
- Check the form, sound and spelling of the terms practiced is adequate and keep a record of the pronunciation you practice to monitor the progress you make and encourage reflection.

**Unit 8 - Lesson 1 - Business Director: Additional Exercises**

On successfully completing this lesson the learner will demonstrate he/she:

- Understands different cultural situations and is sensitive to the people around them.
- Can describe the layout and purpose of common correspondence, reports and factual product literature he/she is likely to come across.
- Can distinguish professional language and the language of informal relationships appropriately.