

British Specific The Office

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 The Office, vocabulary, phrases and dialogues.

Idioma English

Requisitos Browser: Microsoft Internet Explorer, 5.1

Horas de teoría 22

Horas de práctica 8

Contenido

Specific The Office

On successfully completing the course objectives for this level, learners will have the ability to deal with routine information and express themselves in familiar situations, such as greeting people, asking for and giving financial information at meetings, taking notes and messages, solving common problems clients have, making plans and confirming arrangements face to face and on the phone. Using common collocations that describe the professional world, learners will be able 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 and demonstrate comprehension.

Practicing these expressions and matching the written forms of the vocabulary used at work to the way you speak, you will practice matching the terms 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. 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 - The Office: Part 1

Learners will be able to:

- Listen and respond appropriately when arranging meetings, making plans and confirming arrangements.
- Use appropriate language to describe typical duties and responsibilities at work.

Unit 7 - Lesson 2 - The Office: Part 2

Learners will be able to:

- Familiarize themselves with common collocations to answer questions that extend the vocabulary practiced in the previous session which describes specific employee responsibilities and what companies do.

- Recognize and appropriately structure a formal letter to another organization.

Unit 7 - Lesson 3 - The Office: Part 3

On completing this unit learners will be able to:

- Listen and respond to language related to finance and the structure of organizations and workforces.
- Start and finish a telephone conversation and leave a message.
- Express satisfaction/dissatisfaction about a problem with an order and solutions proposed.

Unit 7 - Lesson 4 - The Office: Part 4

On completing this unit learners can:

- Express her/his own opinion, and present arguments and justifications in a meeting at work.
- Send emails to check and confirm information about an order and services appropriately.
- Demonstrate they understand the meaning of abbreviations common at work.