



## CORSO BUSINESS ENGLISH (40 Ore)

### **Teoria: 20 ore**

- Personal and technical skills
- Strengths and weaknesses
- Say, tell, speak and discuss
- Pc language
- The International phonetic alphabet
- Perfect tenses (present perfect, past perfect, future perfect, present perfect continuous, past perfect continuous, future perfect continuous)
- Conditional zero, first, second, third conditional
- On the phone
- Job interviews
- How to write a business e-mail
- Useful Acronyms
- Passive voice

### **Pratica: 20 ore**

- Writing and comprehension exercises
- Business listening activities (phone calls, orders, complaints, dealing with customer and suppliers, charts, etc.)
- Conversation activities
- Video activities
- Final test