

	<p>TAITRA International Trade Institute</p> <p><b>Business English 2 商務英語 A 組</b> <b>(Lower intermediate) 參考級數: 多益 550 或未達</b> <b>(Oct-Dec 2022)</b></p>
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Frequency and duration: 10 x two-hour classes
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## Course Aim

The aim of the *Business English* course is to improve students' English communication skills in the field of business.

## Course Description

Are you looking to improve your business English skills? Would you like to learn practical, functional business English in a non-work environment, so you can feel confident using your English when it matters? If so, *Business English* is the right course for you.

*Business English* uses a practical, task-based approach to help you learn new vocabulary, sharpen your grammar, and practice business skills, such as presentations, negotiations, meetings, telephoning and social English. The course uses role-plays to let you practice your new English and you can discuss realistic business problems and recommend solutions in case studies.

Finally, on completing *Business English 2*, you can continue to hone your skills in *Business English 3*.

## Course Materials

*Business English 2* uses the Pre-intermediate Market Leader 3rd Edition Flexi Course book. The Market Leader books have been designed in association with the Financial Times, bringing authentic business source material into the classroom. The course will be taught online.

## Course Topics

Weeks	Topic	Discussion	Language Focus	Skills	Case Study
1 - 4	Great Ideas	What makes a great idea	Verb and noun combinations Past simple and past continuous	Successful meetings	The new attraction: decide on the best idea for a new attraction
5 - 7	Stress	Stressful situations and activities	Stress in the workplace. Past simple and present perfect	Participating in discussions	Davis-Miller Advertising: Suggest ways of reducing staff stress
8 - 10	Entertaining	Corporate entertaining	Eating and drinking Multi-word verbs	Socialising: greetings and small talk	Organising a conference: Choose the location for a sales conference.

	<p>TAITRA International Trade Institute</p> <p><b>Business English 4 商務英語 B 組 (Intermediate) 參考級數: 多益 550-650 (Oct-Dec 2022)</b></p>
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Frequency and duration: 10 x two-hour classes
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## Course Aim

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## Course Description

Are you looking to improve your business English skills? Would you like to learn practical, functional business English in a non-work environment, so you can feel confident using your English when it matters? If so, *Business English* is the right course for you.

*Business English* uses a practical, task-based approach to help you learn new vocabulary, sharpen your grammar, and practice business skills, such as presentations, negotiations, meetings, telephoning and social English. The course uses role-plays to let you practice your new English and you can discuss realistic business problems and recommend solutions in case studies.

Finally, on completing *Business English 4*, you can continue to hone your skills in one of our focused business courses: *Business Email Writing*, *Meetings*, *Negotiations* and *Presentations*.

## Course Materials

*Business English 4* uses the Intermediate Market Leader 3rd Edition Flexi Course book. The Market Leader books have been designed in association with the Financial Times, bringing authentic business source material into the classroom. The course will be taught online.

## Course Topics

Weeks	Topic	Discussion	Language Focus	Skills	Case Study
1 - 4	Organisation	Status within an organisation	Vocabulary for company structure Noun combinations	Socialising: Introductions and networking	InStep's relocation: choosing a relocation site
5 - 7	Advertising	Authentic advertisements	Vocabulary for advertising Articles	Starting and structuring a presentation	Alpha Advertising: Develop an advertising campaign
8 - 10	Money	Attitudes to money	Vocabulary for finance Describing trends	Dealing with figures	Make your pitch: Present a new idea to investors