

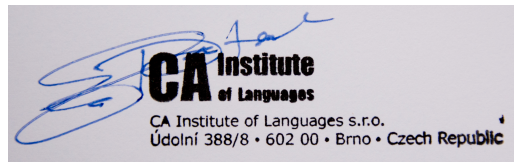
Business English Advanced CEFR Level: C1/C2

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Signature and stamp:



Business English Advanced

Level – C1/C2

CEFR start: B2+ CEFR end: C1

Syllabus

M-F Open

Course duration: 36
lessons 90 minutes each

CA Institute of Languages
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Overview

CA Institute's Business English courses are designed for today's professionals who are seeking to further expand their understanding of business and culture.

Goals

To improve the level of students' understanding of a foreign language and to get the students to use the language in an effective manner to improve communication within the business. To reach a C1+ level according to the CEFR.

End of course "CAN DO" statements

- I can describe cross-cultural experiences, report back on research, use tenses appropriately, introduce myself to a group.
- I can talk about career paths, manage the discussion in a meeting and share ideas, express attitudes to the past, get my point across.
- I can discuss working practices, give a formal presentation, speculate about future changes, show understanding.
- I can talk about different kinds of risk, take part in a teleconference, establish rapport.
- I can talk about team relationships, deal with conflict in negotiations, add emphasis appropriately, respond to

Materials

Business Result
Advanced Student's
Book
Business Spotlight
Market Leader
International Express
Business Week
Time Magazine
The Economist
BBC News
CNN

Other resources

Film, documentaries, TV,
projector, internet,
dictionaries, special
projects

Milestones

Weekly quizzes
Mid-term exam
Final exam
Certificate upon
completion
Test prep BEC

feedback.

■ I can discuss factors for success, solve problems and brainstorm ideas during meetings, use adverbs to qualify attitudes appropriately, use vague language.

■ I can talk about training and learning, use communication strategies on the phone, use participle clauses and “the future in the past” appropriately.

■ I can express dissatisfaction, talk about employer/employee expectations, give an impromptu presentation, use questions effectively, deal with difficult questions.

■ I can talk about resources, discuss options and reach decisions in meetings, use conditionals effectively, deal with misunderstandings.

■ I can talk about leadership styles, give a briefing on change at a meeting, use the passive to depersonalize and distance yourself from information.

■ I can express personal views, talk about values, reach an agreement, use inversion for emphasis, raise a difficult point.

■ I can talk about persuasion, give a presentation to sell an idea, use discourse markers appropriately, give and respond to compliments.

Special activities

Weekend courses
Intensives
Movie night
Much more...

Prerequisites

Intermediate understanding of English – B2+ according to the Common European Framework of Reference for Languages.

Requirements

It is necessary to be flexible and prepared. Please complete all assignments beforehand and bring the following to class:

1. Laptop
2. Articles, textbooks, documents and homework

Topic Outline / Schedule

Important Note: Refer to the course calendar for specific meeting dates and times. Activity and assignment details will be explained in detail within each week's corresponding learning module. If you have any questions, please contact your instructor.

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■ Lesson 1

Icebreaker. Go over course material and goals. Introduce yourself and your company. Set up your own imaginary company for the duration of the course. Discussion – Describing cross-cultural experiences– pair work. Introduce new vocab. Review.

■ Lesson 2

Writing: Email 1. Grammar: Tenses review. Reporting back on research. Introduce yourself and your company to the group.

■ Lesson 3

Quick review test and intro to projects. Case study – Planning for Expansion.

■ Lesson 4

Introduce new vocabulary for Careers. Review. Discussion: Comparing career paths and choices. Sample meeting: Managing the discussion and sharing ideas.

■ Lesson 5

Grammar: Expressing attitudes to the past. Speaking exercise: Getting your point across. Reading. Writing: Email 2

■ Lesson 6

Review. Introduce new vocabulary concerning changes within a company. Prepare a formal presentation to be given in the next lesson.

■ Lesson 7

Formal presentations. Use the projector and PowerPoint. Grammar: How to speculate about the future.

■ Lesson 8

Writing: Email 3. Speaking: Establishing rapport and showing interest. Case study: Tackling risks. Quiz.

■ Lesson 9

Introduce new vocabulary on teamwork. Game: Exploring team relationships. Discussion: Negotiating: Dealing with conflict.

■ Lesson 10

Review. Writing: Email 4. Grammar: Adding emphasis using fronting, cleft sentences, adverbs and phrases. Speaking: Responding to feedback

■ Lesson 11

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Review. Case study in groups: Developing a teamwork ethos. Introduce new vocabulary on progress.

■ Lesson 12

Review. Writing: Email 5. Discussion: Factors for success. Read two separate current events and discuss them with a partner.

■ Lesson 13

Quiz. Meetings: problem solving and brainstorming ideas. Grammar: using adverbs to qualify attitudes. Listening exercises.

■ Lesson 14

Using vague language. Group activity: Case study-Handling rapid growth and progression. Writing: Email 6.

■ Lesson 15

Introduce new vocabulary on learning. Discussion on training and learning. Telephoning: Communication strategies.

■ Lesson 16

Grammar: Using participle clauses and the future in the past. Review quiz.

■ Lesson 17

Expressing dissatisfaction. Group: Case Study – Tackling the skills shortage. Introduce new vocabulary on performance.

■ Lesson 18

Mid-term exam. Course review.

■ Lesson 19

Writing: Email 7. Grammar: Using questions. Dealing with difficult questions.

■ Lesson 20

Group activity: Case study – Increasing staff and customer satisfaction. Hand out new vocabulary on resources. Discussion: Resources.

■ Lesson 21

Review quiz. Writing: Email 8. Meetings: discussing options and reaching decisions. Grammar: Conditionals.

■ Lesson 22

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Review quiz. Writing: Email 9. Discussion: dealing with misunderstandings. Article: Current business events. Find an article online and discuss it with a partner.

■ Lesson 23

Group activity: Starting a CSR project. Discussion: Your own company.

■ Lesson 24

Listening and speaking activities. Introduce new vocabulary on Leadership. Vocab game on leadership styles.

■ Lesson 25

Review quiz. Writing: Email 10. How to give a briefing on change. Grammar: Passives

■ Lesson 26

Speaking exercise: Expressing personal views. Group activity: Dealing with challenges of leadership.

■ Lesson 27

Review quiz. Writing: Email 11. Hand out new vocabulary on values. Discussion: Values.

■ Lesson 28

Discussion: Reaching an agreement. Grammar: using inversion for emphasis. Article on current business news.

■ Lesson 29

Discussion activity: Raising a difficult point. Group work – Case study – Developing ethically responsible policies.

■ Lesson 30

Writing: Email 12. Introduce new vocabulary on persuasion. Article on current business events.

■ Lesson 31

Writing: Email 13. Discussion: How are we persuaded and influenced? Presentation: Selling an idea.

■ Lesson 32

Review – Quiz. Grammar: using discourse markers. How to give and respond to compliments.

■ Lesson 33

Group activity: Case study – Initiating an expansion program. Open discussion.

■ Lesson 34

Course review and preparation for final exam.

■ Lesson 35

Final Exam

■ Lesson 36

Movie: The Wolf of Wall Street

Notes:

Useful Links

BUSINESS AND NEWS

<http://www.businessweek.com>

<http://www.npr.org>

<http://edition.cnn.com/BUSINESS/>

<http://time.com>

<http://www.economist.com>

GRAMMAR

<http://www.englishpage.com>

Highly recommended. Wide selection of grammar exercises

<http://web2.uvcs.uvic.ca/elc/studyzone/grammar.htm>

A comprehensive selection of grammar exercises from the University of Victoria, Canada. Check out the home page for some reading exercises, too.

<http://www.usingenglish.com/quizzes/>

A wide range of grammar quizzes at different levels. Includes some vocabulary and phrasal verbs practice.

<http://ww2.college-em.gc.ca/prof/epritchard/trouindx.htm>

ESL Blues offers interactive grammar exercises for elementary and intermediate students as well as explanations of common errors.

<http://www.perfect-english-grammar.com>

Grammar rules and exercises

LISTENING PRACTICE

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<http://www.esl-lab.com>

A selection of everyday conversations / listening quizzes at three levels of difficulty (American English)

<http://www.ello.org/english/About.htm>

English Language Listening Lab online with over 1000 listening activities at different levels. Canadian, US, British, Irish, New Zealand and Australian accents.

<http://legacy.lclark.edu/~krauss/toppicks/listening.html>

Links to various sites where you can practice your listening. From Beginner to Advanced.

<http://www.bbc.co.uk/worldservice/learningenglish/multimedia/btp>

Watch short video extracts on famous places in the UK and answer multiple choice questions. Advanced level.

PODCASTS

<http://www.businessenglishpod.com/category/business-english/>

Wide range of podcasts.

<http://www.listen-to-english.com>

Two short (3 to 5 minute) podcasts available every week, in clearly spoken English.

<http://www.bbc.co.uk/worldservice/learningenglish/general/sixminute/index.shtml>

„6-Minute English“. Podcasts for learners of English. Excellent resource. Transcripts available.

<http://www.bbc.co.uk/podcasts>

A wide range of BBC podcasts (advanced level).

<http://learnenglish.britishcouncil.org/en/topics>

Podcasts on subjects as varied as peace symbols, pilgrimages and twins. Consult the archive online (click on the topic), or subscribe free of charge to receive a monthly podcast.

<http://www.bbc.co.uk/bbcfour/audiointerviews/professions/>

Interviews with famous writers, painters, filmmakers, musicians, scientists, sports personalities, etc. from the BBC archives. Advanced level ; no transcripts.

TELEPHONING

http://www.audioenglish.net/p/english_for_the_telephone_course.htm

Good simple telephone exercises. British, American and Canadian accents.

<http://www.englishclub.com/speaking/telephone.htm>

List of useful telephone expressions and practice exercises.

http://www.bbc.co.uk/worldservice/learningenglish/business/talkingbusiness/unit1telephone/1c_connecting.shtml

More very practical advice on telephoning in English.

SOCIAL ENGLISH



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<http://australianetwork.com/livingenglish>

Australian TV series for elementary level students of English. Everyday situations such as expressing thanks, booking into a hotel, introducing people. 42 episodes with full transcript and notes.

<http://www.bbc.co.uk/worldservice/learningenglish/language/howto/>

Listening practice and useful expressions: suggesting, advising, disagreeing, showing interest, etc. Intermediate level.

VOCABULARY

<http://a4esl.org/q/h/vocabulary.html>

Vocabulary quizzes organized according to topic: clothes/occupations/nationalities, etc. and level (easy/medium/difficult). Has links to grammar, crosswords, etc.

<http://www.bbc.co.uk/worldservice/learningenglish/language/wordsinthenews/index.shtml>

Words in the News: listening and vocabulary development based on BBC news stories.

<http://www.englishpage.com/vocabulary/vocabulary.html>

Vocabulary building, practice tasks and follow-up exercises. Described as advanced but more intermediate level, in fact.

PHRASAL VERBS

<http://www.usingenglish.com/reference/phrasal-verbs/>

Interesting dictionary where you can look up a phrasal verb by preposition or by verb. Includes quizzes and worksheets.

<http://www.phrasalverbdemon.com>

Phrasal verbs dictionary, examples, practice exercises & listening. Good for lower levels, too.

<http://www.usingenglish.com/reference/phrasal-verbs/quizzes-verbs.html>

Now offering quizzes on 134 phrasal verbs. Answer keys available.

<http://www.englishdaily626.com/biz-idioms.php?002>

Business idioms

PRONUNCIATION

<HTTP://WWW.BBC.CO.UK/WORLDSERVICE/LEARNINGENGLISH/GRAMMAR/PRON/>

General pronunciation tips and practical exercises.

<http://www.shiporsheep.com/>

Good practice exercises on minimal pairs: e.g. sherry/cherry; pen / pain.

READING

<http://www.thebigproject.co.uk/news/>

Direct access to a very wide range of UK, US and other online newspapers in English.

<http://web2.uvcs.uvic.ca/elc/studyzone/index.htm>

Reading texts and exercises from Upper Beginner to Advanced levels. Very easy to navigate.



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<http://www.esl-lounge.com/student/reading.php>

Scroll down to the blue box where you will find four levels of reading exercises.

<http://www.breakingnewsenglish.com/>

Thousands of articles with useful comprehension and vocabulary exercises.

http://www.eyercize.com/practice/paste_read

Speed reading techniques. Paste your own text in or have one selected for you.

<http://www.unepd.info/index.html>

An online study course from the UN that aims to help users improve their English language skills while extending their knowledge of the history and workings of the UN.

WRITING

http://www.unejn.org/documents/LME/eWorkbook_Units/eWorkbook.htm

United Nations English Language program (New York): online materials for practicing letters, memos & e-mails.

<http://www.plainenglish.co.uk>

A simple, practical guide to the principles of plain English. Check out the Free Guides.

<https://owl.english.purdue.edu/owl/resource/678/01/>

Writing guide

MISCELLANEOUS

<http://www.bbc.co.uk/worldservice/learningenglish>

BBC gateway site with news, grammar, vocabulary, quizzes, pronunciation. Highly recommended.

<http://www.britishcouncil.org/learnenglish.htm>

British Council gateway site with themes, stories, tests, games, etc. for adults and children

Mandatory Reading

BAADE K., HOLLOWAY C., SCRIVENER J., & TURNER R. (2013), *Business Result Advanced Student's Book*, Oxford University Press.

Recommended Reading

KOCH C., (2007), *The Science of Success*, John Wiley & Sons

COCEY S., (1989) *7 Habits of Highly Effective People*, Powell's Books

ISAACSON W., (2011) *Steve Jobs*, Simon & Schuster

GODIN S., (2007) *The Dip (A Little Book That Teaches You When to Quit (and When to Stick)*, Penguin Group



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PILE L., (2004), *E-mailing*, Delta Publishing.

COMFORT J., (2010) *Effective Telephoning*, Oxford University Press

LAWS A., (2009), *Presentations*, Summertown Publishing

Business Spotlight, all issues

