

Advance Institute of Business - Business English Level 1

www.advanceinstitute.com.au

Brisbane, Australia

+61 424 629 995

advance@advanceinstitute.com.au

UNIT 1 > WELCOME

1.1 > Nice to meet you Video: What's your name? Vocabulary: Countries and nationalities Communicative grammar: Introductions Task: Meeting others and making introductions	1.2 > Can you fill this in, please? Vocabulary: Personal details Pronunciation: → The alphabet Reading and listening: Filling in forms Grammar: → <i>my, your, his, her, its, our, their</i> Speaking: Completing a new employee registration form	1.3 > My company Listening and reading: Buildings, departments and facilities Communicative grammar: Describing your company Pronunciation: → Plural -s Writing: A description of a company or workplace	1.4 > Work skills: Welcoming a visitor Video: Welcoming a visitor Speaking: Workplace visits	1.5 > Business workshop: Your first day Speaking: Meeting human resources and other team members Writing: Completing your employee profile
--	--	--	--	--

UNIT 2 > WORK

2.1 > What do you do? Video: I work in Sales Vocabulary: The work we do Communicative grammar: Talking about work Task: Where I work and what I do	2.2 > What does the company do? Vocabulary: What companies do Pronunciation: → Numbers Reading and listening: Company information Grammar: → <i>a/an</i> Writing: Describing a company	2.3 > A week in the life Reading: Two different routines Communicative grammar: Talking about routines Pronunciation: → Questions Writing: A short blog post for a company intranet	2.4 > Work skills: Small talk Video: Small talk at work Grammar: → Using 's and s' Speaking: Making conversation	2.5 > Business workshop: At a conference Reading: A conference website Listening: Small talk at a conference Speaking: Networking
--	--	---	--	---

UNIT 3 > WHAT? WHEN? WHERE?

3.1 > We're very busy in December Video: I can work flexible hours Vocabulary: Months and seasons Communicative grammar: Talking about ability and possibility; <i>at, in, on, from ... to ...</i> Pronunciation: → <i>can</i> and <i>can't</i> Task: Asking and talking about your partner's work	3.2 > Requests Vocabulary: Ordinal numbers and dates Pronunciation: → Ordinal numbers Reading and listening: Can I have some time off? Grammar: → <i>Can ... ? / Could ... ?</i> Speaking: Talking about taking time off	3.3 > I am writing to complain ... Reading: Complaints Communicative grammar: Talking about the past Writing: An email to describe a problem and request action	3.4 > Work skills: We have a problem Video: A progress meeting Speaking: A progress meeting	3.5 > Business workshop: A problem with a client Reading: A customer complaint Speaking: A problem-solving meeting; A phone call
--	--	---	---	--

UNIT 4 > PROBLEMS AND SOLUTIONS

4.1 > What went wrong? Video: Problems at work Vocabulary: Past irregular verbs Communicative grammar: Talking about the past: Past Simple Pronunciation: → The <i>-ed</i> ending Task: Talking about problems in the past and how you solved them	4.2 > How can I help? Vocabulary: Solutions Listening: On the phone Grammar: → Making offers and promises with <i>will</i> Speaking and writing: Making phone calls at work	4.3 > We are sorry that ... Reading: An email of complaint and a reply Communicative grammar: Using negatives in the past; Asking questions about the past Pronunciation: → 'th' as /θ/ and /ð/ Writing: A reply email	4.4 > Work skills: Face-to-face complaints Video: There is a problem with ... Speaking: Responding to a complaint	4.5 > Business workshop: Can I help you? Speaking: Making phone calls Reading: An email of complaint Writing: Replying to a complaint
--	---	--	---	---

UNIT 5 > OFFICE DAY TO DAY

5.1 > What are you working on?	5.2 > Are you free at two?	5.3 > Can we meet to discuss ... ?	5.4 > Work skills: Can I ask a favour?	5.5 > Business workshop: The meeting is at 3 p.m.
Video: What are they doing? Vocabulary: Word pairs Communicative grammar: Talking about things happening now Pronunciation: → /ŋ/ and the Present Continuous Task: Writing about what people are doing now	Vocabulary: Word pairs Listening: Organising meetings Speaking: Arranging and postponing meetings	Reading: Emails arranging, accepting or changing a meeting Communicative grammar: Talking about future arrangements Pronunciation: → /ɪ/ and /i:/ Writing: An email arranging a meeting	Video: Can you help me? Speaking: Doing favours	Writing: An email to arrange a meeting to discuss a problem Speaking: Postponing a meeting

UNIT 6 > AN OFFICE MOVE

6.1 > It's cheaper and better	6.2 > Which is better?	6.3 > Which is the best?	6.4 > Work skills: As you can see on the slide, ...	6.5 > Business workshop: The office move
Video: An office move Vocabulary: Descriptions Communicative grammar: Comparing two things Pronunciation: → The vowel /ə/ Task: Choosing a warehouse	Vocabulary: Orders Speaking and reading: Supplier quotes Grammar: good - better - best/bad - worse - worst Writing: Describing different options	Reading: An email about changing a mobile phone contract Communicative grammar: Making proposals with <i>if</i> Pronunciation: → /ʌ/ and /ʌ/ Writing: An email comparing two offers	Video: A presentation about office equipment Speaking: Talking about presentation slides	Reading: An email from the boss Writing and speaking: Comparing two offices Speaking: Presenting your choice

UNIT 7 > PROCEDURES

7.1 > What's the procedure?	7.2 > Workflow	7.3 > A manual	7.4 > Work skills: Changing a workflow	7.5 > Business workshop: How can we improve it?
Video: Paying suppliers Vocabulary: Describing a procedure Communicative grammar: Talking about obligation Task: Explaining a procedure	Vocabulary: Descriptions Reading and listening: A workflow problem Pronunciation: → /aɪ/ and /eɪ/ Speaking: Improving a workflow	Reading: A manual Communicative grammar: Instructions Pronunciation: → /l/ and /r/ Writing: Instructions for creating an invoice	Video: A new workflow Speaking: Making and responding to suggestions	Reading: Identifying problems in a workflow Speaking: Discussing solutions; Responsibilities in a new workflow

UNIT 8 > MANAGING PROJECTS

8.1 > How long does it take?	8.2 > Reducing costs	8.3 > Planning projects	8.4 > Work skills: Giving feedback	8.5 > Business workshop: Updates and feedback
Video: Making cars at The Morgan Motor Company Vocabulary: Production Communicative grammar: Revision of the present Task: Explaining information on a database	Vocabulary: Saving money Reading: An online interview Communicative grammar: Revision of the past Pronunciation: → Pronouncing the letter 'o' Writing: Actions and results	Reading: Scope statements Communicative grammar: Revision of the future Pronunciation: → The vowel /ɜ:/ Writing: Scope statements	Video: Feedback in the office Speaking: Giving feedback	Reading: A team update email Writing: Replying to an update Speaking: Giving feedback