

Advance Institute of Business - Business English Level 2

www.advanceinstitute.com.au

| Brisbane, Australia

| +61 424 629 995

| advance@advanceinstitute.com.au

UNIT 1 > WORKING DAY

1.1 > Daily tasks	1.2 > A work plan	1.3 > A survey	1.4 > Work skills: Talking about people and roles	1.5 > Business workshop: We want to meet you ...
<p>Vocabulary: Jobs and tasks</p> <p>Pronunciation: → The -s ending</p> <p>Communicative grammar: Facts and routines</p> <p>Video: ▶ Working day</p> <p>Task: Introducing yourself and talking about your job and routine</p>	<p>Vocabulary: Work tasks and activities</p> <p>Reading and listening: ▶ Scheduling meetings</p> <p>Writing: An email to schedule a meeting</p>	<p>Reading: An employee survey</p> <p>Communicative grammar: Questions</p> <p>Pronunciation: → Questions</p> <p>Writing: A survey about facilities in the workplace</p>	<p>Video: ▶ What do you do?</p> <p>Speaking: Talking about people and roles</p>	<p>Reading: A webpage; an email</p> <p>Speaking: Arranging to meet; an interview about your job; talking about your company and travel</p>

UNIT 2 > DOING BUSINESS

2.1 > Orders and deliveries	2.2 > Placing orders on the phone	2.3 > Email enquiries	2.4 > Work skills: Making agreements	2.5 > Business workshop: Planning a work party
<p>Vocabulary: Orders and deliveries</p> <p>Communicative grammar: Things you can and can't count</p> <p>Video: ▶ The Good Eating Company</p> <p>Task: Asking and answering questions about quantities</p>	<p>Listening: ▶ An order by phone</p> <p>Vocabulary: An order by phone</p> <p>Pronunciation: → /i:/, /ɪ/ and /a:/</p> <p>Grammar: <i>can/can t</i></p> <p>Speaking: Placing an order</p>	<p>Reading: Frequently Asked Questions (FAQs)</p> <p>Pronunciation: → /tʃ/ and /dʒ/</p> <p>Communicative grammar: : Saying something exists</p> <p>Writing: A response to an email enquiry</p>	<p>Video: ▶ Agreeing contract details</p> <p>Speaking: Making agreements</p>	<p>Reading: Information from a catering company</p> <p>Speaking: Comparing information about an order</p> <p>Writing: reply to an order enquiry</p>

UNIT 3 > CHANGES

3.1 > A company's story	3.2 > New office	3.3 > Company performance	3.4 > Work skills: How did it go?	3.5 > Business workshop: Our first year
<p>Vocabulary: A company's story</p> <p>Communicative grammar: Talking about the past (1)</p> <p>Pronunciation: → The -ed ending</p> <p>Video: ▶ How we started</p> <p>Task: Completing a timeline</p>	<p>Vocabulary: Email phrases</p> <p>Grammar: Giving instructions</p> <p>Reading: An email about meeting room rules</p> <p>Listening: ▶ A conversation about an office move</p> <p>Writing: An email giving instructions</p>	<p>Reading: Past successes and challenges</p> <p>Pronunciation: → /z:/ and /ɔ:/</p> <p>Communicative grammar: Talking about the past (2)</p> <p>Writing: An email describing successes and challenges</p>	<p>Video: ▶ How did the project go?</p> <p>Speaking: Talking about projects</p>	<p>Reading: A timeline about a new company</p> <p>Writing: Preparing for a move</p> <p>Speaking: Asking questions about a new company; discussing a project</p>

UNIT 4 > TRAVELLING FOR WORK

4.1 > I'm flying to Tokyo tomorrow	4.2 > The 12.05 is delayed	4.3 > An update email	4.4 > Work skills: Setting up a video call	4.5 > Business workshop: A business trip
<p>Vocabulary: Travel arrangements</p> <p>Communicative grammar: Talking about arrangements</p> <p>Pronunciation: → /ŋ/, /ŋk/ and /n/. The -ing ending</p> <p>Video: ▶ Away on business</p> <p>Task: Arranging a time to meet</p>	<p>Vocabulary: Airports and train stations</p> <p>Reading and listening: ▶ Dealing with delays</p> <p>Grammar: <i>will/wont</i></p> <p>Writing: Writing a text message about an announcement</p>	<p>Reading: Emails to a project manager</p> <p>Communicative grammar: Things happening now</p> <p>Writing: An update email</p>	<p>Video: ▶ Technical problems</p> <p>Grammar: Making suggestions</p> <p>Speaking: Problems with teleconferencing</p> <p>Pronunciation: → /ɪə/ and /eə/</p>	<p>Reading: Travel arrangements</p> <p>Listening: ▶ A change in plans</p> <p>Speaking: Arranging a meeting</p> <p>Writing: Text messages giving updates</p>

UNIT 5 > ORGANISING

5.1 > Trade shows and exhibitions	5.2 > Phoning about a conference	5.3 > Invitations	5.4 > Work skills: Socialising with clients	5.5 > Business workshop: The conference
Vocabulary: Organising an exhibition Communicative grammar: Talking about intentions Pronunciation: → /ɒ/, /e/ and /eɪ/ Video: ▶ Graduate Fashion Week Task: Talking about plans for a trade fair	Vocabulary: Leaving a message Listening: ▶ Organising a conference Speaking: Taking and leaving phone messages	Reading: Messages about an invitation Communicative grammar: Invitations with <i>would</i> and <i>want</i> Pronunciation: → /θ/ and /ð/ vs. /s/, /z/, /f/, /v/, /t/, /d/ Writing: Informal messages of invitation	Video: ▶ What do you think of the trade fair? Speaking: Socialising with clients	Speaking: Phoning to compare conference details Writing: An email about a conference Speaking: Making conversation at a conference dinner

UNIT 6 > PRODUCTS

6.1 > Future products	6.2 > A problem with an order	6.3 > The production process	6.4 > Work skills: Placing an order	6.5 > Business workshop: Buy natural
Vocabulary: Technology and the environment Communicative grammar: Speculating about the future Video: ▶ Industry futures Task: Talking about the future	Listening: ▶ A problem with an order Vocabulary: Helping with a problem Pronunciation: → /ɑ:/ and /ʌ/ Speaking: Phoning and answering as customer services	Reading: Environment and ethics Communicative grammar: Describing production Pronunciation: → /u:/ and /ʊ/ Writing: A description for a company website	Video: ▶ How many do you want to order? Speaking: Placing an order	Reading: A company website about ethical products Speaking: Placing an order; making a complaint about an order

UNIT 7 > COMPETITION

7.1 > Should I upgrade?	7.2 > Services	7.3 > The best providers	7.4 > Work skills: Presentations	7.5 > Business workshop: The big contract
Vocabulary: Product qualities Listening: ▶ Talking about using a product Communicative grammar: Comparing (1): comparatives Video: ▶ Comparing sports cars Task: Comparing two models	Vocabulary: Fees Pronunciation: → /əʊ/ and /aʊ/ Listening: ▶ Comparing recruitment agencies Writing: An advertisement for services	Reading: An email comparing services Communicative grammar: Comparing (2): superlatives Writing: An email summarising survey results Pronunciation: → /p/, /b/, /f/ and /v/	Video: ▶ Our products and services Speaking: Presenting	Reading: An email about a trade show Speaking: Giving presentations Writing: A summary email giving a recommendation

UNIT 8 > JOBS

8.1 > Work experience	8.2 > The best person for the job	8.3 > Professional profiles	8.4 > Work skills: A job interview	8.5 > Business workshop: The interviewer and the candidate
Vocabulary: Skills and personal qualities Communicative grammar: Talking about experience Video: ▶ Skills and experience Task: Asking and answering interview questions	Vocabulary: Job requirements Listening: ▶ Choosing job candidates Pronunciation: → The vowel /ɒ/. The letter 'o' as /ɒ/, /əʊ/ and /ʌ/ Speaking: Describing and comparing candidates	Reading: A professional profile Communicative grammar: Talking about experiences and completed past events Pronunciation: → Silent letters Writing: An employee profile	Video: ▶ The job interview Speaking: Job interviews	Speaking: Interview questions; choosing the best candidate for the job