

Advance Institute of Business - Business English Level 3

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UNIT 1 > TRAVELLING FOR WORK

1.1 > Business travel	1.2 > Events management	1.3 > Communication skills: Small talk	1.4 > Business skills: Dealing with problems	1.5 > Writing: Email – Asking for information	Business workshop > 1 A business trip
Video: Business travel Vocabulary: Transport, accommodation and travel Project: Helping a business traveller	Listening: Interview with an Events Manager Grammar: Comparatives and superlatives Speaking and writing: Choose a venue for a party Pronunciation: → The letter 'r'	Video: Making small talk Pronunciation: → Showing interest in small talk Functional language: Making small talk Task: Practise making small talk with colleagues	Listening: Talking about problems Functional language: Explaining and solving IT problems Task: Practise explaining and solving an IT problem	Model text: Email asking for information Functional language: Phrases for writing an email Grammar: <i>can</i> and <i>could</i> to ask for information Task: Write an email asking for information	Reading: Website of a music talent agency Listening: Phone call to arrange a business trip Task: Rearrange plans

UNIT 2 > LOCATION

2.1 > Dovetailed in Cambridge	2.2 > Visiting Singapore	2.3 > Communication skills: Checking and clarifying	2.4 > Business skills: Starting a meeting	2.5 > Writing: Short communications	Business workshop > 2 A new location
Video: Choosing a business location Vocabulary: Location Pronunciation: → Syllables and stress Project: Researching the location of a company	Pronunciation: → Stress in noun phrases Reading: Singapore creates a tropical wildlife paradise Grammar: <i>enough</i> and <i>too</i> Speaking and writing: Describing problematic situations	Video: Clarifying information Functional language: Checking and clarifying Task: Checking and clarifying information in a meeting	Listening: A meeting Functional language: Opening a meeting, referring to the agenda and stating purpose Task: Opening a meeting	Model text: Short messages Functional language: Abbreviations Grammar: Present Continuous Task: Informal and formal messages	Listening: New office locations Reading: Magazine report Task: Choose a location

UNIT 3 > RETAIL

3.1 > The Ziferblat café	3.2 > The retail experience	3.3 > Communication skills: Solving workflow problems	3.4 > Business skills: Presenting results	3.5 > Writing: An online review form	Business workshop > 3 Pop-up stores
Video: An unusual café Vocabulary: Shops and the shopping experience Project: A survey about shopping habits	Listening: Shopping experiences Grammar: Past Simple and Past Continuous Pronunciation: Past Simple Writing: Writing a tweet	Video: Dealing with a problem Functional language: Solving problems Pronunciation: → Stress in short sentences Task: Dealing with a workflow problem	Listening: A presentation Functional language: Signposting a presentation Task: A presentation	Model text: An online review Functional language: Phrases from a review Grammar: Types of adverbs Task: An online review	Reading: Article about a famous retailer Listening: Market research interviews Task: Design your own pop-up store

UNIT 4 > WORK PATTERNS

4.1 > My working life	4.2 > Executives at work	4.3 > Communication skills: Making group decisions	4.4 > Business skills: Phoning to change arrangements	4.5 > Writing: Confirming arrangements	Business workshop > 4 The Holsted way
Video: The working day Vocabulary: Describing jobs and contracts Pronunciation: → Vowel sounds: British English and American English Project: Researching work patterns	Reading: Women in Business Grammar: Present Perfect Simple Pronunciation: → Present Perfect Simple Speaking: Asking and answering questions using the Present Perfect Simple	Video: Approaches to decision-making Functional language: Facilitating a decision-making meeting Task: Discussing proposals in a meeting	Listening: Changing an appointment on the phone Functional language: Rescheduling appointments on the phone Task: Roleplay a phone call to confirm an appointment	Model text: Emails making and confirming arrangements Functional language: Phrases for confirming, inviting questions, thanking, apologising and concluding in an email Grammar: Prepositions of time Task: An email to confirm arrangements	Listening: Presentation about company culture; Meeting about work patterns Task: Negotiate changes Writing: Reply to an email

UNIT 5 > MONEY

5.1 > Going cashless	5.2 > Consumer spending	5.3 > Communication skills: Negotiating team roles	5.4 > Business skills: Presenting facts and figures	5.5 > Writing: Letter about a price increase	Business workshop > 5 Local economy boost (p.96)
Video: ▶ Cashless payments Vocabulary: Money; Collocations Project: Creating an advertising campaign to persuade people to go cashless	Listening: ▶ Podcast about money Grammar: First conditional Pronunciation: → Intonation in conditionals (p.116) Speaking: Talking about yourself	Video: ▶ Negotiating roles Functional language: Agreeing on team roles in meetings Task: Team Tasks Game	Listening: ▶ Presentation about retail banking Functional language: Quoting figures in presentations Pronunciation: → Numbers and figures (p.116) Task: Give a presentation on equal pay	Model text: Formal letter Functional language: Reasons, explanations, enclosures, conclusions Grammar: ▶ <i>because, so, so that</i> Task: A letter explaining price increases	Listening: ▶ A town council meeting Reading: Information on a local government website Speaking: Choose a project Writing: Announcement for the town council website

UNIT 6 > TEAMWORK

6.1 > Working together	6.2 > Team building	6.3 > Communication skills: Supporting a colleague	6.4 > Business skills: Being positive in meetings	6.5 > Writing: Making requests	Business workshop > 6 The Amazing Chair Company (p.98)
Video: ▶ Teamwork in extreme situations Pronunciation: → Vowel sounds: /ɪ/, /i:/, /aɪ/ and /ɪə/ (p.117) Vocabulary: Teamwork; Word building – verbs and nouns Project: Plan and make a schedule for a meeting	Reading: The rise of sport at work Pronunciation: → Linking between words (p.117) Grammar: Pronouns with <i>some-</i> and <i>every-</i> Speaking and writing: Describing people, places, things, jobs and studies	Video: ▶ Offering support to a colleague Functional language: Encouraging and motivating Task: Supporting a colleague	Listening: ▶ A recruitment problem Functional language: Supporting, building on and questioning ideas Task: Supporting, building on and questioning ideas in a meeting	Model text: Email making requests Functional language: Making requests Grammar: ▶ Linking words for sequence Task: An email making a request	Listening: ▶ Employees talk about their jobs Reading: Business emails Task: Rearrange team roles

UNIT 7 > MOVING FORWARD

7.1 > Research and development	7.2 > Innovation	7.3 > Communication skills: Giving explanations	7.4 > Business skills: Dealing with technical problems	7.5 > Writing: Preparing slides	Business workshop > 7 Zapatos Trujillo S.A. (p.100)
Video: ▶ Developing a new product Vocabulary: Research and development Project: Planning product testing	Reading: Henn na Hotel Grammar: <i>can, have to, need to</i> Pronunciation: → <i>can</i> and <i>can't</i> (p.117) Speaking and writing: Explanation of a process	Video: ▶ Giving explanations Functional language: Explaining a procedure clearly and effectively Pronunciation: → Phrasing and pausing when giving instructions (p.118) Task: Explain how to use an app	Listening: ▶ Problems and solutions in a webinar Functional language: Signalling and dealing with technical problems Task: Dealing with technical problems in an online meeting	Model text: Presentation slides Functional language: Language used in slides Grammar: ▶ <i>Wh-</i> questions Task: Slides for a presentation	Listening: ▶ Conversation about shoe manufacturing Reading: Progress report Task: Manage production Writing: Email explaining the board's decision

UNIT 8 > GREEN SOLUTIONS

8.1 > Green business	8.2 > Transport solutions	8.3 > Communication skills: Giving and receiving feedback	8.4 > Business skills: Managing questions	8.5 > Writing: An intranet update	Business workshop > 8 Walsh Ryan's green office (p.102)
Video: ▶ Tourism in Punta de Lobos Pronunciation: → Vowel sounds: /ɜ:/, /ʊ/, /u:/ and /əʊ/ (p.118) Vocabulary: The environment Project: Protecting the environment	Listening: ▶ An interview about public transport Grammar: <i>should</i> and <i>could</i> for advice and suggestions Pronunciation: → <i>should</i> and <i>could</i> (p.118) Writing: Email offering advice and suggestions	Video: ▶ Feedback in a review meeting Functional language: Giving and receiving feedback Task: Practise giving and receiving feedback	Listening: ▶ A Q&A session in a presentation Functional language: Managing a Q&A session Task: Roleplay a Q&A session	Model text: An intranet update Functional language: Language for giving an update Grammar: ▶ Future forms Task: Write an intranet update	Reading: Report about office energy use Listening: ▶ Ways to reduce energy costs and waste Task: Present ideas on waste and energy reduction