

# CURSO

## ENGLISH COMMERCIAL MANAGEMENT

### 30 Horas



## OBJETIVOS

This course combines general English lessons with specific lessons in English applied to business management. The objective of the course is to learn how to carry out the administrative management tasks of commercial / business relations in English both correctly and fluently, and use English to manage the oral and written communication processes necessary to the commercial activity of the company.



## CONTENIDOS

- Unit 1: Having an accident, A robbery, Can I help you?, Night shift
- Unit 2: At the police station, What does he look like?, Do you know him?, Who's that?
- Unit 3: The fifth annual race, How do I get there?, Turn left!, Your city
- Unit 4: Personal Communication
- Unit 5: Looking after her dog, Don't eat that, That's enough, Instructions
- Unit 6: Night shift workers 1
- Unit 7: Telephone Communication, Organising an agenda, Administration.
- Unit 8: What a mess! There was a party, Were you at work this morning?
- Unit 9: How was your day?, Better or worse, What did you do last Saturday?, What you did yesterday
- Unit 10: Going back to England, What is he doing?, What's the matter?, What is she doing?
- Unit 11: Written Communication. Written Correspondence, Formal e-mails and letters
- Unit 12: The fortune teller, He is going to work at home, What are you doing nowadays?, What are you going to do?
- Unit 13: Returning to work, This outfit matches, High days and holidays - Reading comprehension, Daily activities
- Unit 14: Buying-selling process, Administration. Asking for information, Administration.
- Unit 15: Commercial management revision, The Language of Business.

