

LANGMaster 24/7 Business English

Lesson		Vocabulary	Grammar and Functions	Skills
Unit A – Company organization				
1	Talking about company structure	Company structure	Present Simple	Reading: reading for main ideas; reading for specific information Listening: listening for main ideas; listening for specific information Sounds: dates, times and telephone numbers
2	Finding your way around the office	Office equipment	Giving advice Making deductions Modal auxiliary verbs	Reading: reading for main ideas Listening: listening for specific information Writing: giving directions in a building Speaking: talking about office regulations Sounds: sentence stress
3	Describing procedures	Words connected with office procedures Special marking on letters Private enterprise	Giving, refusing and accepting advice Giving reasons Expressing purpose Gerunds and infinitives	Reading: reading for main ideas; understanding text organization Listening: listening for specific information Speaking: discussing the procedure for purchasing components Writing: writing a telephone enquiry; writing a memo
Video A	Smart structures	Intelligent buildings	Giving, refusing and accepting advice Giving reasons	Speaking: talking about fire instructions Reading: reading for main ideas Listening: listening for main ideas; listening for specific information Writing: describing an intelligent building
Unit B - Job descriptions				
4	Talking about jobs	Jobs and companies Professional skills & personal qualities Dealing with difficult vocabulary	Present perfect	Listening: listening for main ideas Speaking: talking about jobs
5	Writing a job description	Words connected with a job description	Conditionals Present Continuous	Reading: reading for main ideas Writing: writing about an ideal job

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6	Dealing with job applications	Words connected with job applications	<p>Present Perfect Continuous</p> <p>Describing necessary skills and abilities, and personal qualities</p> <p>Asking for people's opinions; agreeing with people's opinions; giving opinions; disagreeing with people's opinions</p> <p>Writing a letter of application for a job</p>	<p>Listening: listening for specific information; listening for main ideas</p> <p>Reading: reading for main ideas</p> <p>Speaking: choosing a candidate for a job</p> <p>Writing: writing a job application</p>
7	Assessing job candidates and employees	<p>Skills and job performance</p> <p>Staffing methods</p>	Praising and reprimanding	<p>Listening: Listening for specific information</p> <p>Reading: Reading for main ideas</p>
Video B	Pioneers	Words used to talk about pioneers	<p>Present Continuous</p> <p>Present Perfect Continuous</p> <p>Describing necessary skills and abilities, and personal qualities</p>	<p>Reading: reading for main ideas; reading for specific information</p> <p>Listening: listening for main ideas; listening for specific information</p> <p>Writing: describing a pioneer</p>
Test 1-7				
Unit C – Manufacturing				
8	Describing manufacturing processes	<p>Manufacturing process</p> <p>Machines</p>	<p>Relative clauses</p> <p>Compound verbs</p>	Reading: reading for specific information
9	Describing systems and machines	<p>Describing shape</p> <p>Plumbing and lighting systems</p>	<p>Describing shape</p> <p>Describing position</p> <p>Describing function</p>	<p>Listening: listening for specific information; listening for main ideas</p> <p>Writing: describing the plumbing and lightening system of a factory</p> <p>Speaking: describing machines and devices</p>

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10	Visiting a factory	Factory	Expressing obligation, permission, prohibition	Listening: listening for specific information Reading: reading for main ideas; reading for text organization Writing: writing a presentation of a process
Video C	High quality products	Tile manufacturing	Describing shape Describing function Describing of production process	Speaking: talking about a company's reputation Reading: reading for specific information; reading for main ideas Listening: listening for specific information; listening for main ideas Writing: describing a manufacturing process
Unit D - Finance & accounting				
11	Talking about money	Stock Market Report	Past simple Talking about cause and effect Giving additional information Expressing contrasting information	Writing: writing down calculations Listening: listening for specific information Reading: reading for specific information Sounds: Exchange rates
12	Describing company performance	Words used to describe company performance	Numbers Past simple	Listening: listening for specific information; listening for main ideas Reading: understanding text organization
13	Analyzing & predicting financial performance	Balance sheet Trading performance	Talking about plans and intentions Making predictions about the future	Listening: listening for main ideas; listening for specific information Speaking: talking about a company's future prospects
14	Making investment decisions	Investment analysis methods	Prepositional usage for investment verbs	Listening: Listening for specific information Reading: Reading for main ideas
Video D	The City	Words used when talking about the City	Expressing the advantages Describing the characteristics	Reading: reading for main ideas; reading for specific information; understanding text organization Speaking: running business in the City of London Listening: listening for specific information; listening for main ideas Writing: describing the City of London

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Test 8-14				
Unit E - Marketing new products				
15	Suggesting new product ideas	Parts of speech New product ideas	Reported speech	Reading: reading for main ideas Listening: listening for main ideas; listening for specific information Writing: writing about new product ideas
16	Researching the market	Fixed and variable costs	Talking about degrees of probability Modal verbs	Reading: reading for main ideas; reading for specific information Listening: listening for specific information Speaking: talking about the customer survey; interviewing a customer
17	Branding and pricing decisions	Branding and pricing	Interrupting politely	Listening: Listening for specific information Speaking: Interrupting politely
18	Discussing reports	New product report	Beginning and concluding a report Reporting what has been said Reported speech Chairing a meeting	Writing: writing a report Listening: listening for specific information Speaking: chairing a meeting
Video E	Good design	Garden tools' design	Expressing opinions Describing a design process	Speaking: talking about design Listening: listening for specific information; listening for main ideas Reading: understanding text organization; reading for main ideas Writing: writing about a good design of a product
Unit F - Advertising & sales promotion				
19	Discussing advertising media	Computer Words connected with advertising Parts of speech Job categories	Giving additional information Simplifying and rephrasing Giving examples	Listening: listening for specific information; listening for main ideas Speaking: my favorite type of advertising

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20	Preparing a product description	Computer	Articles	Reading: reading for main ideas Listening: listening for specific information; listening for main ideas Writing: writing a product description Speaking: talking about a product description
21	Discussing the promotional mix	Sales promotion	Writing a business letter Announcing new information Referring to previous information Requesting a reply Concluding a letter	Reading: understanding text organization; reading for main ideas Writing: writing a business letter
Video F	Going global	Advertising Guinness	Expressing opinions Adjectives Comparing Summarizing	Speaking: talking about an advertising campaign; talking about a new marketing concept Listening: listening for main ideas; listening for specific information Reading: reading for main ideas, reading for specific information; understanding text organization
Test 15-21				
Unit G - Negotiations & sales				
22	Dealing with sales enquiries	Sales enquiries	Making, replying to an enquiry Making, rejecting an offer Concluding a letter Promising action	Reading: reading for main ideas; reading for specific information; understanding text organization Listening: listening for specific information; listening for main ideas Writing: writing a business letter
23	Dealing with sales orders	Methods of payment	Making, accepting and refusing a request	Listening: listening for specific information Speaking: making, accepting and refusing a request Reading: understanding text organization; reading for main ideas

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24	Negotiating a sale	Words connected with sales terms	Reporting what has been said Reported speech	Listening: listening for specific information Writing: writing a report Reading: understanding text organization
25	Negotiating to win	Describing negotiations	Reacting to and making suggestions Collocations for words describing negotiations	Listening: Listening for specific information Speaking: Reacting to and making suggestions Reading: Reading for main ideas
Video G	Partners	Sugar production	Reporting what has been said Reported speech	Reading: reading for main ideas; understanding text organization Listening: listening for specific information; listening for main ideas
Unit H - Distribution & transport				
26	Arranging package & carriage	Means of transport Packing containers Words connected with packaging and transport	Position of adjectives Presenting an argument	Reading: reading for main ideas Speaking: presenting an argument Sounds: measurements
27	Making transport arrangements	Consignment	Making transport arrangements Talking about the future Future simple Future continuous Future perfect	Listening: listening for specific information Reading: reading for specific information Speaking: making transport arrangements Writing: making transport arrangements
28	Preparing transport documents	Transport documents Words connected with transporting goods	Complaining Apologizing	Listening: listening for specific information Reading: reading for main ideas Writing: writing a letter of complaint; writing a letter of apology; making transport arrangements

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Video H	Electronic point of sale	Electronic stockholding	Position of adjectives Presenting an argument Describing a process	Writing: describing the stocktaking process; computerized stocktaking at home Listening: listening for specific information; listening for main ideas Reading: reading for main ideas; understanding text organization
Test 22-28				
Unit I - Insurance & payments in foreign trade				
29	Arranging cargo insurance	Cargo insurance	Giving instructions Talking about future arrangements	Reading: inferring; reading for specific information; reading for main ideas; understanding text organization Writing: writing the quotation of premium Listening: listening for main ideas
30	Making insurance claims	Insurance claims	Participle constructions	Listening: listening for main ideas; listening for specific information Reading: understanding text organization Writing: writing a letter to insurers
31	Describing methods of payment	Prepositions Methods of payment	Participle constructions	Reading: reading for main ideas; reading for specific information Writing: writing a letter of reply
Video I	In safe hands	Insurance claims	Summarizing	Listening: listening for specific information; listening for main ideas Reading: understanding text organization Writing: writing a brief summary
Unit J - Foreign travel				
32	Talking about foreign representation	Sales representation	Expressing obligation, permission Asking for appointment Accepting, refusing, suggesting an alternative date/time	Listening: listening for specific information Speaking: talking about sales people responsibilities and duties Reading: reading for main ideas Writing: writing a business letter

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33	Making travel arrangements	Traveling abroad	Modal verbs Expressing obligation, absence of obligation, permission Giving advice	Listening: listening for specific information Reading: reading for main ideas; reading for specific information Speaking: giving advice to visitors
34	Changing arrangements and agreements	Legal document	Blaming and accusing Apologizing; Making excuses; Denying responsibility Making suggestions Criticizing Past continuous Past perfect	Listening: listening for specific information Writing: writing a dialogue Reading: reading for specific information Speaking: talking about agency agreement
35	Understanding foreign cultures	Customs and gestures Cultural values Links between international companies	Giving tips and advice	Listening: Listening for specific information Reading: Reading for main ideas
Video J	Technology and travel	Passenger train service	Summarizing Past continuous Past perfect	Writing: describing a rail journey; writing a brief summary Listening: listening for specific information; listening for main ideas Reading: reading for main ideas; understanding text organization
Test 29-35				