

ENGLISH FOR *Business*

Class 1 & 2

- Reinforcement

Class 3

- How to sell yourself
(describing yourself)

Class 4

- Career goals.

Class 5

- How to write your CV

Class 6

- How to write an
email/letter

Class 7

- Most common

interview questions

Class 8

- Most difficult interview
questions

Class 9

- Telephone speaking

Class 10

- Public speaking
(meetings)

Class 11 & 12

- Expressions and Idioms

Class 13 & 14

- Socializing (levels of
formality in English)

Class 15 & 16

- Business slangs and
collocations

Class 17 & 18

- Practice classes

- **Class 1 & 2:** Reinforcement of different verbal tenses in order to refresh topics that have already been learned.
- **Class 3:** Talking about yourself, family, hobbies, etc.
- **Class 4:** What are your career goals? Would you continue improving your work-related skills/knowledge? How would you do it?
- **Class 5:** Writing an attractive and accurate CV.
- **Class 6:** Writing formal, work-related emails and letters. Email/ letter parts.
- **Class 7:** Answering the most common interview questions. The student will be given tips and tricks to have an outstanding performance in a job interview.
- **Class 8:** More tips and tricks, this time to answer some of the most difficult job interview questions.
- **Class 9:** What vocabulary should you use when having work-related calls?
- **Class 10:** How to excel in meetings and in public speaking.
- **Class 11 & 12:** Common business expressions and idioms.
- **Class 13 & 14:** Socializing in a work environment. Learn the different levels of formality in English and how to use them properly.
- **Class 15 & 16:** More vocabulary! Business slang and collocations.
- **Class 17 & 18:** Practice classes.

