

Inglés empresarial business result - nivel medio

Código: 4123

Estos **Cursos** están compuestos por un pack de formación ideados para desarrollar **Formación Continua** en las modalidades “**a distancia**” y/u “**on line**”. Los contenidos de nuestros cursos, ajustados a los certificados de Profesionalidad, dan cobertura a un gran número de cualificaciones profesionales. Cada pack de formación se compone de: manual ó temario del alumno, cuaderno de anotaciones, prueba de evaluación y cuestionario de calidad y en su caso CD o DVD o claves para el acceso al aula virtual basada en la plataforma libre más conocida Moodle. Ofrecemos un servicio especializado de tutorías en las modalidades “**a distancia**” y “**on-line**”, por el que más de 100 profesionales cualificados gestionarán su curso formativo, tanto a nivel administrativo y docente, encargándose de:

1. **Tutor personal** por alumno.
2. **Gestión del envío** del temario o manual formativo.
3. **Seguimiento permanente del aprendizaje.**
4. **Resolución de dudas.**
5. Emisión de un **diploma acreditativo.**

➤ **Modalidad: Distancia**

➤ **Duración: Tipo A de 76 a 85 horas**

➤ **Objetivos:**

Desarrollar las habilidades comunicativas necesarias en el mundo empresarial y aumentar sus conocimientos sobre el mismo.

➤ **Contenidos:**

Working life

Working with words: describing work rewarding.

Business communication skills: Socializing. Introductions.

Practically speaking: How to express interest.

Language at work: present simple review.

Case study: Speed networking.

Projects

Working with words: projects ahead of schedule.

Business communication skills: Meetings. Updating and delegating tasks.

Practically speaking: How to start and end phone calls.

Language at work: present simple and continuous.

Case study: planning a launch party.

Leisure time

Working with words: work-life balance, take time off.

Business communication skills: Exchanging information. Talking about leisure.

Practically speaking: How to end a conversation.

Language at work: past simple and present perfect.

Case study: corridor conversations.

Services and systems

Working with words: service convenient, user-friendly
Business communication skills: Presenting. Explaining how something works
Practically speaking: how to introduce information
Language at work: comparative forms
Case study: improving systems

Customers

Working with words: customer service. Expectations.
Business communication skills: exchanging information. Getting information.
Practically speaking: starting a conversation on the phone.
Language at work: present simple and continuous for future use.
Case study: managing customer feedback.

Guests and visitors

Working with words: business travel.
Business communication skills: Socializing. Welcoming visitors.
Practically speaking: how to make and respond to offers.
Language at work: obligation, necessity and prohibition.
Case study: solving an intercultural problem.

Security

Working with words: security at work.
Business communication skills: Presenting. Explaining and asking about changes.
Practically speaking: How to introduce and respond to news.
Language at work: present perfect simple and continuous.
Case study: improving data security.

Working together

Working with words: teamwork and partnerships.
Business communication skills: Meetings. Presenting and discussing plans.
Practically speaking: how to encourage people.
Language at work: talking about the future.
Case study: creating a plan for effective teamwork.

Logistics

Working with words: Logistics and supply chains.
Business communication skills: Exchanging information. Placing and handling orders.
Practically speaking: how to leave a voicemail message.
Language at work: reported speech.
Case study: solving a logistic problem.

Facilities

Working with words: describing a place of work.
Business communication skills: meetings. Making suggestions and recommendations.
Practically speaking: How to link ideas.
Language at work: nouns and quantifiers.
Case study: organizing a cause marketing event.

Decisions

Working with words: decision-making put forward an idea.
Business communication skills: meetings. Participating in a discussion.
Practically speaking: how to be persuasive.
Language at work: first and second conditionals.
Case study: the decision game.

Innovation

Working with words: innovation and new ideas.
Business communication skills: presenting. Giving a formal presentation.
Practically speaking: how to respond to difficult questions.
Language at work: Superlative forms.
Case study: presenting innovative products.

Breakdown

Working with words: breakdowns and faults.
Business communication skills: Exchanging information. Discussing problems.
Practically speaking: How to check someone understands.
Language at work: advice and recommendation.
Case study: managing a breakdown in service.

Processes

Working with words: processes, basic procedure.
Business communication skills: socializing. Planning future contact.
Practically speaking: how to get someone's attention.
Language at work: passive forms.
Case study: introducing new processes.

Performance

Working with words: personal qualities.
Business communication skills: meetings. Appraising performance and setting objectives.
Practically speaking: how to give feedback.
Language at work: past continuous and past perfect.
Case study: giving a successful presentation.

Success

Working with words: fact-finding and achievement.
Business communication skills: meetings. Reporting back.
Practically speaking: how to generalize.
Language at work: contrasting language.
Case study: Acting on research.

➤ **Contenido del CD:**

Audiciones sobre los contenidos del libro que refuerzan los ejercicios y el aprendizaje del material.
Además de un surtido material adicional de e-mail, banco de frases y glosario de cada unidad.
También ofrece un vínculo online donde ofrece un apoyo adicional al alumno, más vocabulario, gramática y expresiones a su alcance.