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| Module | Business English |
| Level | CEFR B1 (the course is taught and examined at B1 level) |
| Contact hours | 32 (8 lessons each consisting of four 45-minute periods) |
| Self-study | 58 hours |
| Student consulting | 40 hours (preparation for written assignment in the final exam) |
| Assessment | 90-minute written exam (includes Student Consulting task) |
| Learner profile | Undergraduates taking the BAIM study programme. |
| Baseline | Good CEFR A2 level of general English |
| Overall course aim | To better equip students to interact in spoken and written English with greater fluency, accuracy and confidence in both work and study related contexts. |
| Core material | <i>Simply Business B1+</i> (SB) |

| Lesson 1 | | | |
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| Lesson objectives | By the end of this lesson, students will have <ul style="list-style-type: none"> • a better understanding of the course content and how it is examined • discussed and practised first meetings in a variety of work-related situations • learnt about collocations • talked about trade fairs and practised making a good impression • reviewed and practised using 'll for spontaneous decisions and offers | | |
| Topic | Work & study skills | Language / Vocabulary | Materials |
| <ul style="list-style-type: none"> – Course information – Networking – Trade fairs | <ul style="list-style-type: none"> – First meetings – Making a good impression | <ul style="list-style-type: none"> – Using 'll – Collocations | <ul style="list-style-type: none"> – SB Unit 1 – Collocation activity: https://goo.gl/PNyygZ |

| Lesson 2 | | | |
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| Lesson objectives | By the end of this lesson, students will have <ul style="list-style-type: none"> gained a good understanding of what is required for the student consulting task in the exam and started the process of preparing practised talking about companies' activities learnt language for describing processes reviewed standard telephone language. | | |
| Topic | Work & study skills | Language / Vocabulary | Materials |
| <ul style="list-style-type: none"> Student consulting The supply chain Company activities Processes | <ul style="list-style-type: none"> Talking about company activities Describing processes Telephoning | <ul style="list-style-type: none"> Supply chain terms Company activities The passive voice Telephone phrases | <ul style="list-style-type: none"> SB Unit 2 |

| Lesson 3 | | | |
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| Lesson objectives | By the end of this lesson, students will have <ul style="list-style-type: none"> gained more information about the student consulting task in the exam and continued the process of preparing discussed and practised making requests in work-related situations practised giving bad news using softening language learnt language for talking about companies reviewed emailing styles and language. | | |
| Topic | Work & study skills | Language / Vocabulary | Materials |
| <ul style="list-style-type: none"> Student consulting Time management Company activities | <ul style="list-style-type: none"> Making requests Giving bad news Talking about companies Emailing (different styles and language) | <ul style="list-style-type: none"> Schedules and appointments Time expressions Phrases for making and responding to requests Softening bad news Companies (location, activities, etc.) Standard email phrases | <ul style="list-style-type: none"> SB Unit 3 |

| Lesson 4 | | | |
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| Lesson objectives | By the end of this lesson, students will have <ul style="list-style-type: none"> discussed the student consulting task in the exam, looked at common errors in student writing and reviewed the basic features of formal writing discussed and practised virtual meetings practised asking for and giving opinions reviewed emailing styles and language. | | |
| Topic | Work & study skills | Language / Vocabulary | Materials |
| <ul style="list-style-type: none"> Student consulting Working virtually | <ul style="list-style-type: none"> Formal writing style Virtual meetings Videoconferencing Asking for and giving opinions Emailing | <ul style="list-style-type: none"> Email fixed expressions Virtual meeting phrases | <ul style="list-style-type: none"> SB Unit 5 |

| Lesson 5 | | | |
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| Lesson objectives | By the end of this lesson, students will have <ul style="list-style-type: none"> looked at paragraphing in formal writing (for the student consulting task) | | |
| Topic | Work & study skills | Language / Vocabulary | Materials |
| <ul style="list-style-type: none"> Student consulting Business travel | <ul style="list-style-type: none"> Paragraphing Talking about change Presenting strong arguments | <ul style="list-style-type: none"> Linking words Trend language Phrases for convincing people | <ul style="list-style-type: none"> SB Unit 6 Linking language activity: https://goo.gl/9KX1dF |

| Lesson 6 | | | |
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| Lesson objectives | By the end of this lesson, students will have <ul style="list-style-type: none"> gained a clear understanding of the vocabulary and grammar tasks in exam and practised similar tasks discussed health and productivity in the workplace practised exchanging information reviewed and practised language for expressing cause and effect revised and practised question forms. | | |
| Topic | Work & study skills | Language / Vocabulary | Materials |
| <ul style="list-style-type: none"> Exam preparation Health & productivity at work Workplace design | <ul style="list-style-type: none"> Exam preparation vocabulary and grammar activities Comparing statistics Exchanging information | <ul style="list-style-type: none"> Cause and effect Question forms | <ul style="list-style-type: none"> SB Unit 7 |

| Lesson 7 | | | |
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| Lesson objectives | By the end of this lesson, students will have <ul style="list-style-type: none"> gained a clear understanding of the reading tasks in exam and practised similar tasks learnt a selection of human resources vocabulary talked about their career paths revised basic verb tenses practised talking about their skills and achievements role played job interviews. | | |
| Topic | Work & study skills | Language / Vocabulary | Materials |
| <ul style="list-style-type: none"> Exam preparation Human resources | <ul style="list-style-type: none"> Exam preparation: reading activities Career paths Job interviews Talking about skills and achievements | <ul style="list-style-type: none"> Human resources and recruitment Basic verb tenses Job interview questions | <ul style="list-style-type: none"> SB Unit 8 |

| Lesson 8 | | | |
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| Lesson objectives | By the end of this lesson, students will have <ul style="list-style-type: none"> gained a clear understanding of the emailing task in exam and revised the language needed learnt about a selection of false friends revised and practised conditional sentences considered their own communication profile and the language they need practised making arrangements reviewed and practised general telephone language. | | |
| Topic | Work & study skills | Language / Vocabulary | Materials |
| <ul style="list-style-type: none"> Exam preparation Communication profile | <ul style="list-style-type: none"> Exam preparation: emailing activity Communication events at work Making arrangements Telephoning | <ul style="list-style-type: none"> False friends Conditional sentences Phrases for making arrangements Standard telephone phrases | <ul style="list-style-type: none"> SB Unit 5 SB Unit 8 SB Unit 7 False friends activity: https://goo.gl/pdtW3a – |

Note that in addition to what is covered in class (as outlined above) self-study tasks are set for each lesson. The details are added to the Online Campus as the courses progresses.