

Sample Business English Module

All modules contain the five linguistic elements: Reading, Speaking, Listening, Grammar and Vocabulary building. Topics will be evaluated by the students and defined in the study plan.

Moreover the students will receive a CD for home usage to be exposed to authentic language between lessons.

Discussion Topic: **Company culture**

Why do companies have a mission statement?

What does the logo or emblem tell about them?

Describe how you identify with your company statement.

Listening **Intercultural management**

Match the text parts 1-6

e.g. This firm is extremely hierarchical.....

a) but they do take care of their staff

b) every body uses first names

c) that I felt I did not exist as a human being

Reading

Have you ever taken a time out or a sabbatical?

Read the text- Do you think this is common?

Many company employees wonder whether they should do something more with their life. Should they give up their career, bonus, and company car? Charity or doing something that helps society? Perhaps they would like to return to a path they left when they started work. They think back to things they could do when they had more free time: art, writing, music. They wonder whether they could make a living out of these interests from the past. Would these employees have the courage to say to their boss: Would it be possible for me to go on a sabbatical for a year?

Grammar

MODAL Verbs Obligation and Necessity

Could, would, should most commonly used modal auxiliary verbs. Which sentence below using could:

a) describes a general ability in the past?

b) Is a request for permission?

c) Expresses a theoretical possibility

1) Could I leave ten minutes early today?

2) They think back to things they could do when they had more time.

3) We could send it by courier, I suppose

Vocabulary

Video CD-Rom Interview

You are going to hear John talking about his company's culture. Before you watch, think of four adjectives to describe your ideal working conditions and environment.