

## BUSINESS (B2/C1)

### Contenu Pédagogique

#### UNIT A – Company organisation

Lesson 1	Grammar and functions	Vocabulary	Skills and sounds
<b>Talking about company structure</b>	Present simple	Company structure	<p><b>Reading:</b> reading for main ideas; reading for specific information</p> <p><b>Listening:</b> listening for main ideas; listening for specific information</p> <p><b>Sounds:</b> dates, times and telephone numbers</p>

#### UNIT A – Company organisation

Lesson 2	Grammar and functions	Vocabulary	Skills and sounds
<b>Finding your way around the office</b>	Giving advice Making deduction Modal auxiliary verbs	Office equipment	<p><b>Reading:</b> reading for main ideas</p> <p><b>Listening:</b> listening for specific information</p> <p><b>Writing:</b> giving directions in a building</p> <p><b>Speaking:</b> talking about office regulations</p> <p><b>Sounds:</b> sentence stress</p>

## UNIT A – Company organisation

Lesson 3	Grammar and functions	Vocabulary	Skills and sounds
<b>Describing procedures</b>	Giving, refusing and accepting advice Giving reasons Expressing purpose Gerunds and infinitives	Words connected with office procedures Special marking on letters Private enterprise	<b>Reading:</b> reading for main ideas; understanding text organisation  <b>Listening:</b> listening for specific information  <b>Speaking:</b> discussing the procedure for purchasing components  <b>Writing :</b> writing a telephone enquiry; writing a memo

## UNIT A – Company organisation

Video A	Grammar and functions	Vocabulary	Skills and sounds
<b>Smart structures</b>	Giving, refusing and accepting advice Giving reasons	Intelligent building	<b>Speaking:</b> talking about fire instructions  <b>Reading:</b> reading for main ideas  <b>Listening:</b> listening for main ideas; listening for specific information  <b>Writing:</b> describing an intelligent building

## UNIT B – Job descriptions

Lesson 4	Grammar and functions	Vocabulary	Skills and sounds
<b>Talking about jobs</b>	Present perfect	Jobs and companies Professional skills and personal qualities Dealing with difficult vocabulary	<b>Listening:</b> listening for main ideas  <b>Speaking:</b> talking about jobs

## UNIT B – Job descriptions

Lesson 5	Grammar and functions	Vocabulary	Skills and sounds
<b>Writing a job description</b>	Conditionals Present Continuous	Words connected with a job description	<b>Reading:</b> reading for main ideas  <b>Writing:</b> writing about an ideal job

**UNIT B – Job descriptions****Lesson 6****Grammar and functions****Vocabulary****Skills and sounds****Dealing with job applications**

Present Perfect Continuous  
Describing necessary skills and abilities, and personal qualities  
Asking for people's opinions; agreeing with people's opinions; giving opinions; disagreeing with people's opinions  
Writing a letter of application for a job

Words connected with job applications

**Listening:** listening for main ideas; listening for specific information

**Reading:** reading for main ideas;

**Speaking:** choosing a candidate for a job

**Writing:** writing a job application

**UNIT B – Job descriptions****Lesson 7****Grammar and functions****Vocabulary****Skills and sounds****Assessing job candidates and employees**

Praising and reprimanding

Skills and job performance  
Staffing methods

**Listening:** listening for specific information

**Reading:** reading for main ideas

**UNIT B – Job descriptions****Video B****Grammar and functions****Vocabulary****Skills and sounds****Pioneers**

Present continuous  
Present perfect continuous  
Describing necessary skills and abilities, and personal qualities

Words used to talk about pioneers

**Reading:** reading for main ideas; reading for specific information

**Listening:** listening for main ideas; listening for specific information

**Writing:** describing a pioneer

**UNIT B – Job descriptions****Test A & B****Grammar and functions****Vocabulary****Skills and sounds****UNIT C – Manufacturing****Lesson 8****Grammar and functions****Vocabulary****Skills and sounds****Describing manufacturing process**

Relative clauses  
Compound verbs

Manufacturing process  
Machines

**Reading:** reading for specific information

**UNIT C – Manufacturing****Lesson 9****Grammar and functions****Vocabulary****Skills and sounds****Describing systems and machines**

Describing shape  
Describing position  
Describing function

Describing shape  
Plumbing and lightening system

**Listening:** listening for main ideas; listening for specific information

**Writing:** describing the plumbing and lightening system of a factory

**Speaking:** describing machines and devices

**UNIT C – Manufacturing****Lesson 10****Grammar and functions****Vocabulary****Skills and sounds****Visiting a factory**

Expressing obligation, permission, prohibition

Factory

**Listening:** listening for specific information

**Reading:** reading for main ideas; reading for text organisation

**Writing:** writing a presentation of a process

**UNIT C – Manufacturing****Video C****Grammar and functions****Vocabulary****Skills and sounds****High quality product**

Describing shape  
Describing function  
Describing of production processes

Tiles manufacturing

**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****Lesson 11****Grammar and functions****Vocabulary****Skills and sounds****Talking about money**

Past simple  
Talking about cause and effect  
Giving additional information  
Expressing contrasting information

Stock Market Report

**Writing:** writing down calculations

**Listening:** listening for specific information

**Reading:** reading for specific information

**Sounds:** Exchange rates

**UNIT D – Finance & accounting****Lesson 12****Grammar and functions****Vocabulary****Skills and sounds****Describing company performance**Numbers  
Past simple

Words used to describe company performance

**Listening:** listening for specific information; listening for main ideas**Reading:** understanding text organisation**UNIT D – Finance & accounting****Lesson 13****Grammar and functions****Vocabulary****Skills and sounds****Analysing & predicting financial performance**Talking about plans and intentions  
Making predictions about the futureBalance sheet  
Trading performance**Listening:** listening for main ideas; listening for specific information**Speaking:** talking about a company's future prospects**UNIT D – Finance & accounting****Lesson 14****Grammar and functions****Vocabulary****Skills and sounds****In search for sound investments**

Prepositional usage for investment verbs

Investment analysis methods

**Listening:** listening for specific information**Reading:** reading for main ideas**UNIT D – Finance & accounting****Video D****Grammar and functions****Vocabulary****Skills and sounds****The City**Expressing advantages  
Describing characteristics

Words used when talking about the City

**Reading:** reading for main ideas; reading for specific information; understanding text organisation**Speaking:** running business in the City of London**Listening:** listening for specific information; listening for main ideas**Writing:** describing the City of London**UNIT D – Finance & accounting****Test C & D****Grammar and functions****Vocabulary****Skills and sounds**

**UNIT E – Marketing new products**

Lesson 15	Grammar and functions	Vocabulary	Skills and sounds
<b>Suggesting new product ideas</b>	Reported speech	Parts of speech New product ideas	<b>Reading:</b> reading for main ideas  <b>Listening:</b> listening for main ideas; listening for specific information  <b>Writing:</b> writing about new product ideas

**UNIT E – Marketing new products**

Lesson 16	Grammar and functions	Vocabulary	Skills and sounds
<b>Researching the market</b>	Talking about degrees of probability Modal verbs	Fixed and variable costs	<b>Reading:</b> reading for main ideas; reading for specific information  <b>Listening:</b> listening for specific information  <b>Speaking:</b> talking about the customer survey; interviewing a customer

**UNIT E – Marketing new products**

Lesson 17	Grammar and functions	Vocabulary	Skills and sounds
<b>Branding and pricing decisions</b>	Interrupting politely	Branding and pricing	<b>Listening:</b> listening for specific information  <b>Reading:</b> reading for main ideas

**UNIT E – Marketing new products**

Lesson 18	Grammar and functions	Vocabulary	Skills and sounds
<b>Discussing reports</b>	Beginning and concluding a report Reporting what has been said Reported speech Chairing a meeting	New product report	<b>Writing:</b> writing a report  <b>Listening:</b> listening for specific information  <b>Speaking:</b> chairing a meeting

**UNIT E – Marketing new products**

Video E	Grammar and functions	Vocabulary	Skills and sounds
<b>Good design</b>	Expressing opinions Describing a design process	Garden tool's design	<b>Speaking:</b> talking about design  <b>Listening:</b> listening for specific information; listening for main ideas  <b>Reading:</b> understanding text organisation; reading for main ideas  <b>Writing:</b> writing about a good design of a product

**UNIT F – Advertising & sales promotion**

Lesson 19	Grammar and functions	Vocabulary	Skills and sounds
<b>Discussing advertising media</b>	Giving additional information Simplifying and rephrasing Giving examples	Computers Words connected with advertising Parts of speech Job categories	<b>Listening:</b> listening for specific information; listening for main ideas  <b>Speaking:</b> my favourite type of advertising

**UNIT F – Advertising & sales promotion**

Lesson 20	Grammar and functions	Vocabulary	Skills and sounds
<b>Preparing a product description</b>	Articles	Computer	<b>Reading:</b> reading for main ideas  <b>Listening:</b> listening for specific information; listening for main ideas  <b>Writing:</b> writing a product description  <b>Speaking:</b> talking about a product description

**UNIT F – Advertising & sales promotion**

Lesson 21	Grammar and functions	Vocabulary	Skills and sounds
<b>Discussing the promotional mix</b>	Writing a business letter Announcing new information Referring to previous information Requesting a reply Concluding a letter application for a job	Sales promotion	<b>Reading:</b> understanding text organisation; reading for main ideas  <b>Writing:</b> writing a business letter

**UNIT F – Advertising & sales promotion**

Video F	Grammar and functions	Vocabulary	Skills and sounds
<b>Going global</b>	Expressing opinions Adjectives Comparing Summarising	Advertising Guinness	<p><b>Speaking:</b> talking about an advertising campaign; talking about a new marketing concept</p> <p><b>Listening:</b> listening for main ideas; listening for specific information</p> <p><b>Reading:</b> reading for main ideas, reading for specific information; understanding text organisation</p>

**UNIT F – Advertising & sales promotion**

Test E & F	Grammar and functions	Vocabulary	Skills and sounds
------------	-----------------------	------------	-------------------

**UNIT G – Negotiations & sales**

Lesson 22	Grammar and functions	Vocabulary	Skills and sounds
<b>Dealing with sales enquiries</b>	Making, replying to an enquiry Making, rejecting an offer Concluding a letter Promising action	Sales enquiries	<p><b>Reading:</b> reading for main ideas; reading for specific information; understanding text organisation</p> <p><b>Listening:</b> listening for specific information; listening for main ideas</p> <p><b>Writing:</b> writing a business letter</p>

**UNIT G – Negotiations & sales**

Lesson 23	Grammar and functions	Vocabulary	Skills and sounds
<b>Dealing with sales orders</b>	Making, accepting and refusing a request	Methods of payment	<p><b>Listening:</b> listening for specific information</p> <p><b>Speaking:</b> making, accepting and refusing a request</p> <p><b>Reading:</b> understanding text organisation; reading for main ideas</p>

**UNIT G – Negotiations & sales**

Lesson 24	Grammar and functions	Vocabulary	Skills and sounds
<b>Negotiating a sale</b>	Reporting what has been said Reported speech	Sales terms	<p><b>Listening:</b> listening for specific information</p> <p><b>Writing:</b> writing a report</p> <p><b>Reading:</b> understanding text organisation</p>



**UNIT G – Negotiations & sales**

<b>Lesson 25</b>	<b>Grammar and functions</b>	<b>Vocabulary</b>	<b>Skills and sounds</b>
<b>Negotiating to win</b>	Reacting to and making suggestions Collocations for words describing negotiations	Describing negotiations	<b>Listening:</b> listening for specific information  <b>Speaking:</b> reacting to and making suggestions  <b>Reading:</b> reading for main ideas

**UNIT G – Negotiations & sales**

<b>Video G</b>	<b>Grammar and functions</b>	<b>Vocabulary</b>	<b>Skills and sounds</b>
<b>Partners</b>	Reporting what has been said Reported speech	Sugar production	<b>Reading:</b> reading for main ideas; understanding text organisation  <b>Listening:</b> listening for specific information; listening for main ideas

**UNIT H – Distribution & transport**

<b>Lesson 26</b>	<b>Grammar and functions</b>	<b>Vocabulary</b>	<b>Skills and sounds</b>
<b>Arranging package &amp; carriage</b>	Position of adjectives Presenting an argument	Means of transport Packing containers Words connected with packaging and transport	<b>Reading:</b> reading for main ideas  <b>Speaking:</b> presenting an argument  <b>Sounds:</b> measurements

**UNIT H – Distribution & transport**

<b>Lesson 27</b>	<b>Grammar and functions</b>	<b>Vocabulary</b>	<b>Skills and sounds</b>
<b>Making transport arrangements</b>	Making transport arrangements Talking about the future Future simple Future continuous Future perfect	Consignment	<b>Listening:</b> listening for specific information  <b>Reading:</b> reading for specific information  <b>Speaking:</b> making transport arrangements  <b>Writing:</b> making transport arrangements

**UNIT H – Distribution & transport**

Lesson 28	Grammar and functions	Vocabulary	Skills and sounds
<b>Preparing transport documents</b>	Complaining Apologising	Transport documents Words connected with transporting goods	<b>Listening:</b> listening for specific information  <b>Reading:</b> reading for main ideas  <b>Writing:</b> writing a letter of complaint; writing a letter of apology; making transport arrangements

**UNIT H – Distribution & transport**

Video H	Grammar and functions	Vocabulary	Skills and sounds
<b>Electronic point of sale</b>	Position of adjectives Presenting an argument Describing a process	Electronic stockholding	<b>Writing:</b> describing the stock taking process; computerised stock taking at home  <b>Listening:</b> listening for specific information; listening for main ideas  <b>Reading:</b> reading for main ideas; understanding text organisation

**UNIT H – Distribution & transport**

Test G & H	Grammar and functions	Vocabulary	Skills and sounds

**UNIT I – Insurance & payments in foreign trade**

Lesson 29	Grammar and functions	Vocabulary	Skills and sounds
<b>Arranging cargo insurance</b>	Giving instructions Talking about future arrangements	Cargo insurance	<b>Reading:</b> inferring; reading for specific information; reading for main ideas; understanding text organisation  <b>Writing:</b> writing the quotation of premium  <b>Listening:</b> listening for main ideas

**UNIT I – Insurance & payments in foreign trade**

Lesson 30	Grammar and functions	Vocabulary	Skills and sounds
<b>Making insurance claims</b>	Participle constructions	Insurance claims	<b>Listening:</b> listening for main ideas; listening for specific information  <b>Reading:</b> understanding text organisation  <b>Writing:</b> writing a letter to insurers

**UNIT I – Insurance & payments in foreign trade**

Lesson 31	Grammar and functions	Vocabulary	Skills and sounds
<b>Describing methods of payment</b>	Participle constructions	Prepositions Methods of payment	<b>Reading:</b> reading for main ideas; reading for specific information  <b>Writing:</b> writing a letter of reply

**UNIT I – Insurance & payments in foreign trade**

Video I	Grammar and functions	Vocabulary	Skills and sounds
<b>In safe hands</b>	Summarising	Insurance claims	<b>Listening:</b> listening for specific information; listening for main ideas  <b>Reading:</b> understanding text organisation  <b>Writing:</b> writing a brief summary

**UNIT J – Foreign travel**

Lesson 32	Grammar and functions	Vocabulary	Skills and sounds
<b>Talking about foreign representation</b>	Expressing obligation, permission, prohibition Asking for appointments Accepting, refusing, suggesting an alternative date/time	Sales representation	<b>Listening:</b> listening for specific information  <b>Speaking:</b> talking about sales people's responsibilities and duties  <b>Reading:</b> reading for main ideas  <b>Writing:</b> writing a business letter

**UNIT J – Foreign travel**

Lesson 33	Grammar and functions	Vocabulary	Skills and sounds
<b>Making travel arrangements</b>	Modal verbs Expressing obligation, absence of obligation, permission Giving advice	Travelling abroad	<b>Listening:</b> listening for specific information  <b>Reading:</b> reading for main ideas; reading for specific information  <b>Speaking:</b> giving advice to visitors

**UNIT J – Foreign travel**

Lesson 34	Grammar and functions	Vocabulary	Skills and sounds
<b>Changing arrangements and agreements</b>	Blaming and accusing Apologising; Making excuses; Denying responsibility Making suggestions Criticising Past continuous Past perfect	Legal documents	<b>Listening:</b> listening for specific information  <b>Writing:</b> writing a dialogue  <b>Reading:</b> reading for specific information  <b>Speaking:</b> talking about agency agreements

**UNIT J – Foreign travel**

Lesson 35	Grammar and functions	Vocabulary	Skills and sounds
<b>Understanding foreign cultures</b>	Giving tips and advice	Customs and gestures Cultural values Links between international companies	<b>Listening:</b> listening for specific information  <b>Reading:</b> reading for main ideas

**UNIT J – Foreign travel**

Video J	Grammar and functions	Vocabulary	Skills and sounds
<b>Technology and travel</b>	Summarising Past continuous Past perfect	Passenger train service	<b>Writing:</b> describing a rail journey; writing a brief summary  <b>Listening:</b> listening for specific information; listening for main ideas  <b>Reading:</b> reading for main ideas; understanding text organisation

**UNIT J – Foreign travel**

Test I & J	Grammar and functions	Vocabulary	Skills and sounds
------------	-----------------------	------------	-------------------