

**Business First****Contenu Pédagogique****Unit 1 – Nice to meet you****Nice to meet you****Vocabulary:**

Structure of a company

**Listening:**Introducing yourself  
Greeting  
Asking for information  
Giving information  
Coping with directions**Comprehension:**

At the reception

**Unit 1 – On the phone****On the phone****Vocabulary:**Telephone  
Giving /asking for information  
Using the phone**Listening:**

Listening for specific information

**Unit 1 – Presentations and meetings****Presentations and meetings****Vocabulary:**Presentations  
Meetings**Reading:**Making a presentation  
Taking part in a meeting  
Understanding and intervening  
Illustrating**Unit 1 – Computer****Computer****Vocabulary:**Computers  
Words connected with Internet, computers and  
NTIC

**Listening:**  
Listening for specific information  
Understanding and analysing information

## Unit 1 – E-mails, letters and faxes

### E-mails, letters and faxes

**Vocabulary:**  
E-mail, letter and fax phrases

**Reading:**  
E-mail, letter and fax  
Useful expressions  
Writing and sending an e-mail  
Writing a letter, a fax

## Unit 1 – Applying for a job

### Applying for a job

**Vocabulary:**  
Talking about jobs  
Job description

**Writing:**  
Writing a CV

**Reading:**  
Useful expressions  
Letter of application

**Listening:**  
Listening for specific information

## Unit 1 – Test 1

### Test 1

**Vocabulary:**  
Welcome  
Phone  
Meeting  
Computer  
Business letter  
Jobs

## Unit 2 – Welcome

### Welcome

**Reading:**  
Meeting  
Greeting and introducing  
Asking and giving directions

**Vocabulary:**  
Company structure  
Finding your way around the office

**Listening:**  
Listening for specific information

## Unit 2 – Could I speak to...?

### Could I speak to...?

**Vocabulary:**

Getting through  
Calling back later  
Taking or leaving a message  
Coping on the phone

**Listening:**

Listening for specific information

## Unit 2 – Chairing a meeting

### Chairing a meeting

**Vocabulary:**

Meetings

**Reading:**

Preparing a meeting  
Chairing a meeting

## Unit 2 – Attending a meeting

### Attending a meeting

**Vocabulary:**

Presentations  
Audio-visual aid  
Meetings

**Reading:**

Expressions for effective meetings  
Taking part in a meeting  
Understanding and intervening

## Unit 2 – About negotiating

### About negotiating

**Reading:**

Proposing  
Arguing  
Taking a decision, reaching an agreement,  
convincing

**Vocabulary:**

Negotiation idioms

**Listening:**

Listening for specific information  
Active listening to others

## Unit 2 – Business letter

### Business letter

**Vocabulary:**

Email  
Email phrases

**Reading:**

Business letter

**Writing:**

Opening and closing lines in a business letter

## Unit 2 – Reporting

### Reading and writing:

Memos  
Official reports  
Meeting reports

### Reporting

### Vocabulary:

Reports

### Speaking:

Useful expressions

## Unit 2 – Understanding professional documents

### Reading:

Reading specific documents  
Understanding  
Analysing

### Understanding professional documents

### Vocabulary:

Airline procedures  
IT procedures

## Unit 2 – Understanding specific documents

### Reading:

Reading IT documents  
Understanding  
Analysing

### Understanding specific documents

### Vocabulary:

IT procedures  
IT and Management projects

## Unit 2 – Get that job!

### Vocabulary:

Applying for a job

### Reading:

Job search methods  
Reading a CV

### Get that job!

### Writing:

Writing a letter of application

### Listening:

Listening for specific information  
Job interviews

## Unit 2 – Analysing, enquiring, understanding

### Reading:

Reading specific documents  
Understanding  
Analysing

### Analysing, enquiring, understanding

### Listening:

Listening for specific information

### Vocabulary:

Enquiring  
Complaining

Test 2

**Vocabulary:**

Welcome  
Phone  
Meeting  
Negotiation  
Business letter  
Report  
Jobs

COMMEST MULTIMEDIA