



Business English



Advanced II (Business English)

Linguistic profile:

- Candidate is able to conduct daily business transactions in English.
- Candidate applies tenses with a high degree of accuracy and uses diverse vocabulary to express ideas.
- Candidate's speech is natural in pace and spontaneity.
- Candidate has ability to justify viewpoint, agree and disagree tactfully, negotiate and persuade while applying pertinent and precise terminology.
- Course aims to render speech more refined and render the candidate more spontaneous in negotiation tactics

COMMUNICATIVE FUNCTIONS

- Description of events and narrations using very precise timelines
- Expressing regret, suppositions and hypothetical outcomes in the past
- Negotiation tactics and expression formulas practiced in debates
- Spontaneously take opposite positions on controversial subjects
- Handling complaints in appropriate communication manner
- Varying stress and intonation to affect meaning
- Making conclusions (may have been, must have been.)

Grammar and Verb Tense Objectives

- Review of Past participles and their usage in different contexts
- Past perfect and past perfect progressive
- Future perfect and future perfect progressive
- Past conditional
- Passive voice form used in complex verb tenses
- Degrees of certainty (using modals in past and present)

Vocabulary and Expressions

- Vocabulary used in business correspondence:
- Expressing regret, reassurance, obligation, satisfaction, and restrictions.
- Complex conjunctions: in spite of, hence, nevertheless
- Vocabulary used in projections and forecasts: to scope a project, to gauge performance, factor in variables and overhead...
- Technical terminology used in industry-specific or function-specific reports and transactions