

ENGLISH FOR BUSINESS

Online Study Plan

English for Business is one of the most comprehensive online resources for people who would like to improve their proficiency in general and business English. There are more than eighty lessons and topics in each of the four skills sections.

The course consists of hundreds of interactive practice exercises based on input from written and spoken texts (audio and video) that are commonly used in a work or business situation. It provides you with the opportunity to improve your reading, writing, listening and speaking skills while also building your knowledge of grammar and vocabulary specific to a Business context.

Level:

Intermediate to Advanced

Study tips

For the best results we recommend setting at least one hour aside each day to study the course. On the following four pages you will see an outline of every exercise in the course. You can study the course in any order and when you've done an exercise give it a ✓ to indicate you've finished it.

We hope you enjoy improving your English skills online with us!

Course Outline:

BUSINESS READING AND LANGUAGE KNOWLEDGE

Each reading text is a unit of work

- There are different exercises to practice different reading skills
- There are frequent teacher tips
- You can check your answers

Hours: The Reading section will take about 50 hours to finish

BUSINESS WRITING

Each part contains short exercises building up to a complete piece of writing

- Each writing task is a unit of work
- There are different exercises to practice different writing skills
- There are frequent teacher tips
- Students can compare their answers with a model answer

Hours: The Writing section will take about 35 hours to finish

BUSINESS LISTENING

Each part contains short exercises building up to a complete text

- Each text is a unit of work
- There is a range of exercises
- There are frequent teacher tips
- You can check their answers
- You are in control: you are able to check, compare and re-listen as often as you like

Hours: The Listening section will take about 50 hours to finish

BUSINESS SPEAKING

There is a video model preceding each part

- Each part contains short exercises building up to a complete practice test section
- Each practice test section is a unit of work
- There is a range of exercises
- There are frequent teacher tips
- You are in control: you are able to check, compare and re-listen as often as you like
- You can record yourself speaking

Hours: The Speaking section will take about 35 hours to finish

BUSINESS SPEAKING

Introduction

- Introduction
- The Module
- The Unit

Part 1

Overview

- What to expect
- Video model

Personal Information

- Overview
- Responding to Questions
- Expanding Answers
- Your turn

Job Details

- Overview
- Responding to Questions
- Expanding Answers
- Your turn

Study details

- Overview
- Responding to Questions
- Expanding Answers
- Your turn

Conference

- Overview
- Responding to Questions
- Expanding Answers
- Your turn

Language Learning

- Overview
- Responding to Questions
- Expanding Answers
- Your turn

Future Career Prospects

- Overview
- Responding to Questions
- Expanding Answers
- Your turn

Interests

- Overview
- Responding to Questions
- Expanding Answers
- Your turn

Review Unit

- Overview
- Responding to Questions
- Expanding Answers
- Your turn

Part 2

Overview

- What to expect
- Video model

Discussing Jobs

- Overview
- Planning
- Processing
- Presenting
- Model Practice
- Your Turn

Describing Events

- Overview
- Planning
- Processing
- Presenting
- Model Practice
- Your Turn

Promoting Products

- Overview
- Planning
- Processing
- Presenting
- Model Practice
- Your Turn

Trading Internationally

- Overview
- Planning
- Processing
- Presenting
- Model Practice
- Your Turn

Dealing with Issues

- Overview
- Planning
- Processing
- Presenting
- Model Practice
- Your Turn

Being Competitive

- Planning
- Processing
- Presenting
- Model Practice
- Your Turn

Review Unit

- Planning
- Processing
- Presenting
- Model Practice
- Your Turn

Part 3

Overview

- What to expect
- Video model

Job Vacancies

- Overview
- Questioning
- Focusing
- Explaining
- Linking Ideas
- Discussing
- Model Practice
- Your Turn 1
- Your Turn 2
- Your Turn 3

Selling Ideas

- Overview
- Questioning
- Focusing
- Explaining
- Linking Ideas
- Discussing
- Model Practice
- Your Turn 1
- Your Turn 2
- Your Turn 3

Guests

- Overview
- Questioning
- Focusing
- Explaining
- Linking Ideas
- Discussing
- Model Practice
- Your Turn 1
- Your Turn 2
- Your Turn 3

Ordering Products

- Overview
- Questioning
- Focusing
- Explaining
- Linking Ideas
- Discussing
- Model Practice
- Your Turn 1
- Your Turn 2
- Your Turn 3

Consultants

- Overview
- Questioning
- Focusing
- Explaining
- Linking Ideas
- Discussing
- Model Practice
- Your Turn 1
- Your Turn 2
- Your Turn 3

Training

- Overview
- Questioning
- Focusing
- Explaining
- Linking Ideas
- Discussing
- Model Practice
- Your Turn 1
- Your Turn 2
- Your Turn 3

Review Unit

- Overview
- Questioning
- Focusing
- Explaining
- Linking Ideas
- Discussing
- Model Practice
- Your Turn 1
- Your Turn 2
- Your Turn 3

BUSINESS LISTENING

<p>Introduction</p> <ul style="list-style-type: none">• The Module• The Unit• Getting Started	√	<p>Events</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>Social Clubs</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>Part 2</p>	√	<p>Issues</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>Specifics</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>Part 3</p>	√	<p>Trading Internationally</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>Part 4</p>	√
<p>Listening Skills</p> <ul style="list-style-type: none">• Fluency• Main Idea• Opinions and Feelings• Prediction• Paraphrase		<p>Telephone Messages</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>Job Vacancies</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>Ordering and Amending</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3 <p>Products and Dispatch</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>Payments</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice		<p>Building Relationships</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>Discussing Jobs</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>Promoting Products</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>Selling Ideas</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>Training</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice		<p>The Future</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>The Risk</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>The Competitive Edge</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>The X Factor</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>The Consultant</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>The Opportunity</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice	
<p>Part 1</p> <p>Departments</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>Jobs</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>Offices</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>Furniture and Equipment</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice <p>Visitors</p> <ul style="list-style-type: none">• Overview• Thinking Ahead• Skills 1• Skills 2• Skills 3• Practice							

BUSINESS READING

Introduction

- Introduction
- The Module
- The Unit

Reading Skills

Reading Fluency

- Introduction
- Websites
- Newspapers
- Magazines

Task Approach

- Short Texts
- Multiple-Choice Cloze
- Long Text
- Open Cloze
- Four Texts
- Error Correction

The Workplace

Unit 1 Workplace Communication

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

Unit 2 Business Meetings

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

Unit 3 Email and the Internet

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

Careers and Employment

Unit 1 Careers and Recruitment

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

Unit 2 Education and Training

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

Unit 3 Employment Issues

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

Health and Leisure

Unit 1 Health and Safety

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

Unit 2 Sport and Leisure

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

Unit 3 Entertainment

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

BUSINESS READING

Good and Services

Unit 1 Consumer Goods

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

Unit 2 The Service Industry

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

Unit 3 Manufacturing and Production

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two



Selling and Buying

Unit 1 Retail and Wholesale

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

Unit 2 Sale and Marketing

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

Unit 3 Ordering Products

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two



Companies and Financial Markets

Unit 1 Company Structure

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

Unit 2 Financial Markets

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two

Unit 3 Company Performance

- Overview
- Thinking Ahead
- Vocabulary
- Short Text One
- Short Text Two
- Short Text Three
- Long Text
- Vocabulary Extension
- Cloze One
- Grammar
- Error Correction
- Cloze two



Additional Practice

- Practice 1
- Practice 2
- Practice 3

BUSINESS WRITING

Introduction

- Introduction
- The Module
- The Unit

Writing Skills

- Self Study Advice
- Overview
- Strategies—Emails and Letters
- Strategies Reports

Emails

- Overview
 - What to expect
- Request Information
 - Overview
 - Analysis
 - Language focus
 - Practice
 - Writing
- Give Information
 - Overview
 - Analysis
 - Language focus
 - Practice
 - Writing
- Make a Reservation
 - Overview
 - Analysis
 - Language focus
 - Practice
 - Writing

Letters

- Overview
 - What to expect
- Respond to a Request
 - Overview
 - Analysis
 - Language focus
 - Practice
 - Writing
- Announce a Change
 - Overview
 - Analysis
 - Language focus
 - Practice
 - Writing
- Give an Apology
 - Overview
 - Analysis
 - Language focus
 - Practice
 - Writing

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- Answer a Complaint
 - Overview
 - Analysis
 - Language focus
 - Practice
 - Writing
- Accept an Invitation
 - Overview
 - Analysis
 - Language focus
 - Practice
 - Writing
- Place an Order
 - Overview
 - Analysis
 - Language focus
 - Practice
 - Writing
- Company Description
 - Overview
 - Analysis
 - Language focus
 - Practice
 - Writing
- Invitation
 - Overview
 - Analysis
 - Language focus
 - Practice
 - Writing
- Covering Letter
 - Overview
 - Analysis
 - Language focus
 - Practice
 - Writing
- Complaint Letter
 - Overview
 - Analysis
 - Language focus
 - Practice
 - Writing
- Dress Code
 - Overview
 - Analysis
 - Language focus
 - Practice
 - Writing

Reports

- Overview
 - Overview
- Job Description
 - Overview
 - Analysis
 - Language Focus
 - Practice

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- Tourist Options
 - Overview
 - Analysis
 - Language Focus
 - Practice
- Advertising Campaign
 - Overview
 - Analysis
 - Language Focus
 - Practice
- Supplier Progress
 - Overview
 - Analysis
 - Language Focus
 - Practice
- Staff Satisfaction
 - Overview
 - Analysis
 - Language Focus
 - Practice

Practice Tests

- Overview
- Test 1
- Test 2
- Test 3
- Test 4
- Test 5
- Test 6

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