

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

- Introduction
- The Module
 - The Unit
 - Getting Started

- Listening Skills
- Fluency
 - Main Idea
 - Opinions and Feelings
 - Prediction
 - Paraphrase

Part 1

Departments

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

Jobs

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

Offices

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

Furniture and Equipment

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

Visitors

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice



Events

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

Social Clubs

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

Part 2

Telephone Messages

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

Job Vacancies

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

Ordering and Amending

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3

Products and Dispatch

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

Payments

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice
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Issues

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

Specifics

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

Part 3

Building Relationships

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

Discussing Jobs

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

Promoting Products

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

Selling Ideas

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

Training

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice



Trading Internationally

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

Part 4

The Future

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

The Risk

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

The Competitive Edge

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

The X Factor

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

The Consultant

- Overview
- Thinking Ahead
- Skills 1
- Skills 2
- Skills 3
- Practice

The Opportunity

- 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



- 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



- 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

