

CORSO DI FORMAZIONE IN INGLESE “**BUSINESS ENGLISH-STEP ONE**”



UNITÀ DIDATTICHE

1. Pronunciation – Main verbs: to Be and to Have – Personal Subject Pronouns Subject – Simple Present
2. The noun and its plural forms - Determinative and indefinite articles - Possessive adjectives - Adverbs and interrogative pronouns (question words: What, Where, When, Who, Why); Frequency adverbs
3. Present Continuous: its form and using - Prepositions of place - Prepositions of time
4. Modal verbs – Indefinite Adjectives – Comparative Adjectives – Superlatives
5. Past Simple: main irregular verbs in their past way and use
6. The Future: will and shall
7. Marketing & Communication: Making a personal presentation and a business presentation
8. Knowledge of several Presentation styles
9. Asking appropriate questions about a commercial transaction
10. Managing an appointment - Dialling business transactions over the Telephone
11. Writing a Business Letter
12. Writing Enquiries and other business requests
13. Replying Sales letters and advertising Circulars
14. Making Orders
15. Following order shipping and delivery
16. Practical Test at the end of the course with a focus on acquired commercial communication

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