

BUSINESS ENGLISH PROGRAM

I. INFORMATION

LEVEL: High School

AREA: English/ Business English

GRADE: 10° EGB

YEAR: 2021-2022

Student's Exit Profile:

- understand the general meaning of non-routine letters.
- understand the general meaning of a report even if the topic isn't predictable.
- write a simple report of a factual nature and begin to evaluate, advise, etc.
- write a non-routine letter where this is restricted to matters of fact.
- ask for factual information and understand the answer.
- take and pass on most messages during a normal working day.
- express own opinion, and present arguments to a limited extent.
- give a simple, prepared presentation on a familiar topic

II. CONTENT:

Overview Unit	DATE
Unit 1 Companies: Present simple and continuous, Career skills: Talking about your job, Dilemma: Virtue of necessity Unit 2 Leadership: Articles, Career Skills: Getting things done, Dilemma: Mission impossible?	May-June
Unit 3 Strategy: Future forms, Career skills: short presentations, Dilemma Harley's Angles Unit 4 Pay: Present perfect and past simple, Career skills Evaluating performance, Dilemma: Success at what price Unit 5 Development: Modal verbs of likelihood, Career skills: showing cause and effect, Dilemma Striking a balance	June-July
Unit 6 Marketing: Comparatives and superlatives, Career skills: considering alternatives, Dilemma A scent of risk Unit 7 Outsourcing: Conditionals 1 and 2, Career skills: Making suggestions, Dilemma: Going offshore Unit 8 Finance: Adjectives and adverbs, Career skills: Referring to visuals, Dilemma: Counting the costs	August-September
Unit 9 Recruitment: Relative pronouns, Career skills: Smalltalk, Dilemma: The Bellagio interview Unit 10 Counterfeiting: Conditionals 1-3, Career skills: Giving reasons, Dilemma: The Golden Couple™	October – November
Unit 11 Markets: Gerunds and infinitives, Career skills: Making offers, Dilemma: Closing the deal Unit 12 Lobbies: Modal verbs of obligation, Career skills: Making a case, Dilemma Selling up or selling out? Unit 13 Communication: Reported speech, Career skills: Summarizing, Dilemma: Spinning the truth	November – December

Unit 14 Logistics: Passives,
Career skills: Dealing with questions,
Dilemma: Is grey the new black?
Unit 15 Innovation: Past modals,
Career skills: Reviewing achievement,
Dilemma: Prize pitch

January – February