

# Module: Business Director

On successfully completing the course objectives at this level, learners will have the ability to competently demonstrate the capacity to deal with routine situations and express themselves appropriately.

In common situations such as greeting and conversing with people, asking for and giving personal and work-related information at meetings, you will take helpful notes, solving common problems, making plans and confirming arrangements.

Face to face and on the phone you will be able to understand detailed instructions and advice and specify the contribution people in the organization make and the duties they carry out.

You will be able to understand and follow written instructions that consolidate the vocabulary used in a contextualized and realistic way typical of everyday business situations.

The test tasks practice and consolidate the expressions in written and spoken form. By following the instructions in the activities you will test your knowledge of the language you use at work and the way you speak in the exercises and keep a record of the pronunciation you practice to monitor the progress you make and encourage reflection.

## Business Director

### 1 **Business Director** ①

Learners will be able to:

- Contribute effectively in meetings and keep up a casual conversation fluently and appropriately. Listen and respond politely to agree details of meetings and arrangements.
- Scan texts for relevant information and understand detailed instructions and advice. Use appropriate language to describe typical duties and responsibilities at work
- Make notes and write standard correspondence.

### 2 **Business Director** ②

On successfully completing this lesson the learner will demonstrate he/she:

- CAN take and pass on most messages that are likely to require attention during a working day.
- CAN understand most correspondence, reports and factual product literature he/she is likely to come across.
- CAN deal with all routine requests for goods or services from professionals and contacts.

### 3 **Business Director** ③

The learner will be able to:

- Demonstrate their learning by completing the tests based on the materials in the units.
- Check the form, sound and spelling of the terms practiced is adequate and keep a record of the pronunciation you practice to monitor the progress you make and encourage reflection.

### 4 **Business Director** ④

On successfully completing this lesson the learner will demonstrate he/she:

- Understands different cultural situations and is sensitive to the people around them.
- CAN describe the layout and purpose of common correspondence, reports and factual product literature he/she is

likely to come across

- CAN distinguish professional language and the language of informal relationships appropriately.

5 **Typical situation - New network technology**

In this real life scenario, the student will be listening to a few co-workers speak about a new network system they will be presenting.

6 **Dialogue - General business**

In this dialogue, students will hear common questions that are asked in many business environments.

7 **Consolidation**

This activity will further reinforce vocabulary understanding. Through a variety of different interactive methods, the consolidation lesson will take all vocabulary of this unit and continue learning skills.