

Contact info:
(9) 875 72595
info@smoothtalkers.cl



**SMOOTH
TALKERS**

CLASES A TU MEDIDA

SPECIFIC ENGLISH COURSE COMMERCE

FOR INTERMEDIATE STUDENTS (B2-C1)

COMMERCE

TABLE OF CONTENTS

1. THE BUSINESS ENVIRONMENT

Meeting people. Describing daily office routine.
Vocabulary: forming jobs from verbs, numbers.

2. THE COMPANY

Researching a company's structures. Describing current activities. Making and answering phone calls.
Vocabulary: departments in a company.

3. TRAVEL

Travelling tips. Researching an airline.
Booking a hotel.
Vocabulary: travel.

4. SPORT

Describing favourite sport. Describing qualifications and experience. Leaving a phone message. Writing a job application letter.

5. SALES

Sales techniques. Making and accepting invitations.
Arranging a meeting.
Vocabulary: describing trends.

COMMERCE

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6. CULTURAL AWARENESS

How to make a good impression. Cultural faux pas.
Talking about obligation.

7. TRADE FAIRS

Discussing freebies for a trade fair. Researching an entrepreneur. Giving advice.
Vocabulary: resources for rural tourism, weather words.

8. ADVERTISING

Advertising techniques. Checking information.
Writing a description of an item for an online auction.

9. FASHION AND STYLE

How to dress for the international business world.
Answering a fashion questionnaire. Making requests
Vocabulary: noun+noun combinations.

10. TECHNOLOGY

How the internet works. Netiquette-email manners
Taking and leaving a phone message. Making requests by email.

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11. JOB SATISFACTION

Researching good employers. Talking about working conditions. Checking and reassuring.

12. MARKET RESEARCH

A market research report. Making polite requests.

Vocabulary: describing percentages.

13. BRIGHT IDEAS

The best office inventions. The business of invention. Agreeing and disagreeing.

14. DEALING WITH PEOPLE

Emotional intelligence. Making and dealing with complaints.

Vocabulary: word families-verbs and nouns.

15. GETTING A JOB

Finding a suitable job online. How not to impress at an interview. Talking about plans.

Vocabulary: getting, being off and leaving work.

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