



# Business English (úroveň B1+)

pro školní rok 2020/2021

Zkratka: **VBE**  
Vyučující: **Steve Chalk**  
Ročník: **předmaturitní**  
Délka: **jednoletý**

## Vztah k maturitní zkoušce, prerekvizity

žádný

## Hlavní cíle semináře

Students will:

- Learn the language of business (products and services)
- Learn the basic functions of working in an office (e.g. arranging/telephoning)
- Be able to get a job (manage an interview, write own CV and cover letter)
- Write business correspondence (e.g. reports and letters of complaint/apology)
- Negotiate agreements and handle themselves in meetings

## Obsah (tematické celky)

- speaking (the importance of clarity/intonation)
- presentations (selling a product/describing graphs)
- meetings/negotiations
- writing letters/emails/reports
- listening (processes, telephoning)
- relevant grammar (e.g. modals/conditionals)

## Schedule/Syllabus:

### Semester 1:

#### Speaking

- Social Talk/Introductions
- Telephoning - making arrangements/checking information
- Making and taking orders
- Product description - Presenting Products and Services

- Describing graphs and charts

## **Semester 2:**

### **Getting that Job**

- CVs, cover letters, interviews
- Business correspondence
- Report Writing
- Meetings and negotiation