

Te presentamos una CPE diseñado para resultados...

Diseñado para que descubras ilimitadas oportunidades de negocios combinando el conocimiento, habilidades y la experiencia de una escuela de negocios de clase mundial, especializada en la formación online de directivos en más de 20 países.

Fase 1

1 INTRODUCTIONS

- JOBS AND STUDIES
- PLEASED TO MEET YOU
- BUSINESS GREETING AND INTRODUCTIONS
- HOW TO INTRODUCE YOURSELF
- THE ALPHABET
- NATIONALITIES
- TO BE
- A/AN WITH JOBS
- TALKING ABOUT YOURSELF
- INTRODUCING YOURSELF AND OTHERS

2 WORK AND LEISURE

- WHY DON'T YOU JOIN US?
- WORK AND LEISURE
- ACTIVITIES
- TALK ABOUT DAYS, MONTHS, DATES.
- LEISURE ACTIVITIES
- PRESENT SIMPLE
- ADVERBS AND EXPRESSIONS OF FREQUENCY
- USE THE PHRASES
- INVITATIONS
- MAKING EXCUSE

7 PEOPLE

- TYPES OF COLLEAGUES
- STARTING A BUSINESS
- DESCRIBING PEOPLE
- PAST SIMPLE: NEGATIVES AND QUESTIONS
- QUESTIONS FORMS
- A REPORT ON PROGRESS
- SPECIFIC PURPOSE
- PRESENT CONTINUOUS
- FUTURE TENSE
- CONTINUOUS TENSE

8 MARKETS

- MARKETING A NEW CEREAL
- TYPES OF MARKETS
- COMPARATIVES AND SUPERLATIVES
- MUCH/A LOT, A LITTLE/A BIT
- GRAPHS AND TRENDS
- TYPES OF DIAGRAM
- DESCRIBE DIAGRAMS
- ADJECTIVES/ADVERBS
- QUESTIONS ABOUT GRAPHS
- WAYS TO RESPOND

Fase 4

Fase 2

3 PROBLEMS

- PROBLEMS
- WHERE YOU LIVE
- ADJECTIVES DESCRIBING PROBLEMS
- PRESENT SIMPLE: NEGATIVE AND QUESTIONS
- GETTING AQUAINTED
- TOPICS TO SPEAK
- PRESENT PERFECT
- TYPES OF QUESTIONS
- INTRODUCE A QUESTIONS
- IMPORTANT PHRASES

4 TRAVEL

- A PLACE YOU KNOW WELL
- TRAVEL INFORMATION
- TRAVEL DETAILS: LETTERS, NUMBERS, TIMES
- CAN/CAN'T
- THERE IS/THERE ARE
- ANY OTHER BUSINESS?
- DISCUSSIONS
- MEETINGS
- KIND OF MEETINGS
- STEPS OF A DISCUSSION

9 COMPANIES

- SUCCESSFUL COMPANIES
- DESCRIBING COMPANIES
- PRESENT SIMPLE OR PRESENT CONTINUOUS
- A CUSTOMER SURVEY
- WAYS TO PRESENTATIONS
- TAN'S PRESENTATION
- SEQUENCING WORDS
- INTONATION AND STRESS
- CONCLUSIONS
- KEYS TO A GOOD PRESENTATION

10 THE WEB

- USING THE INTERNET
- PLANS FOR THE FUTURE
- INTERNET TERMS
- TIME EXPRESSIONS
- TALKING ABOUT FUTURE PLANS
- WRAPPING IT UP
- CONCLUDE AND FINISH THE PRESENTATION
- QUESTIONS TO FINISH THE PRESENTATION
- SUGGESTIONS
- PHRASES TO FINISH THE PRESENTATION

Fase 5

Fase 3

5 FOOD AND ENTERTAINING

- DINING ETIQUETTE
- EATING OUT: FOOD AND MENU TERMS
- SOME/ANY
- COUNTABLE AND UNCOUNTABLE NOUNS
- FORMAL MEETINGS
- RELATIVE DISCUSSION AND DISAPPOINT
- EXPRESS DISAGREEMENT
- INTRODUCE YOUR OPINION
- KEY PHRASES
- GIVING OPINIONS

6 SALES

- BUYING A PRODUCT
- CHOOSING A PRODUCT OR A SERVICE
- PAST SIMPLE
- PAST TIME REFERENCES
- WHAT ARE THE OPTIONS?
- INFORMAL MEETINGS
- SUGGEST OPTIONS
- THE LANGUAGE TO DISCUSS OPTIONS
- COMPARATIVE ADJECTIVES
- SUPERLATIVES ADJECTIVES

11 CULTURES

- COMPANY CULTURE
- CULTURAL MISTAKES
- SHOULD/SHOULDN'T
- COULD/ WOULD
- CAN I HELP YOU?
- WAYS TO TALK AND ASK ON THE PHONE
- ASKING FOR SOMEONE ON THE PHONE
- PHRASES TO TAKE A MESSAGE
- HAVE A CLEAR PRONUNCIATION
- PHRASES TO CHECK DETAILS

12 JOBS

- SKILLS YOU NEED FOR A JOB
- A CURRICULUM VITAE
- SKILLS AND ABILITIES
- PAST SIMPLE AND PRESENT PERFECT
- WHAT'S YOUR PROPOSAL?
- DISCUSS ABOUT NEGOTIATION
- HOW TO BEGIN A NEGOTIATION
- OPENING STATEMENT
- STATE THE POINT OF YOU
- GENERAL TEST

Fase 6