

MODULO1 - Careers and Employment 1a Careers

1b Employing the Right People

1c Getting Information about a Job

1d Conflict Resolution

MODULO2 - Travel for Business 2a Travel Vocabulary

2b Future Forms

2c Making Arrangements

2d Networking and Socialising

MODULO3 - Communication and Meetings 3a Spoken Communication and Meetings

3b Presentation Skills

3c Planning and Making Presentations

3d Making a Deal

MODULO4 - Sales and Negotiations 4a Talking about Money

4b Figures and Trends

4c Making a Pitch

4d Negotiating

MODULO5 - International Markets 5a Advertising Media and Methods

5b Free Trade

5c Negotiations

5d Taking on Competitors

MODULO6 - Cross-Cultural Interaction 6a Idioms

6b Culture Shock

6c Social English

6d Written Business Communication Skills

MODULO7 - Problem Solving 7a Customer Care and Polite Requests

7b Complaint Management

7c Problem-Solving

7d Principles or Profit

MODULO8 - Change and Innovation 8a Describing Change

8b Talking about the Future

8c Product Development

4d Competition