

BUSINESS ENGLISH COURSE PROGRAM

LEVEL A1 (LIVELLO BASE)

Class 1

Module 1: The alphabet and pronunciation in the business context

- Basic rules of pronunciation

Module 2: Personal Introductions and formal/informal greetings

- Personal pronouns
- *Grammar:* Verb to be (affirmative, negative, questions)

Module 3: Numbers and dates in business documents

- Cardinal and ordinal numbers
- Dates of the week and months of the year

Module 4: Complimentary structures in meetings and emails

- Expression of courtesy in meetings
 - Use of formal structures in emails
-

Class 2

Module 1: Objects and Tools at Work

- Articles (a/an), plurals

Module 2: Describing Objects and Materials

- Adjectives for shape, size, color, and material

Module 3: Prepositions of Place

- In, on, at, under, behind, next to, between

Module 4: Basic Commands and Instructions

- Imperative forms: commands, instructions, request
-

Class 3

Module 1: Daily Routine Verbs

- Present Simple

Module 2: Time & Schedules

- Telling the time

Module 3: Frequency & Habits

- Adverbs of frequency

Module 4: Question Formation

- WH- questions
 - Yes/no questions using the Present Simple
-

Class 4

Module 1: Family & Teams

- Simple present tense
- Vocabulary: family, job roles on a project

Module 2: Describing People

- To be + adjectives
- Adjectives: tall, short, friendly

Module 3: Describing Places (Offices, Sites)

- Describing your company
- There is / There are

Module 4: Directions & Signs

- Essential vocabulary and phrases
 - Basic commands
-

Class 5

Module 1: Present Continuous

- What is the present continuous tense?
- Key use in business English

Module 2: Present Simple vs. Present Continuous

- Compare routine vs. current actions
- Stative and dynamic verbs

Module 3: Workplace Situations

- Present Continuous with workplace/dynamic verbs

Module 4: Weather & Working Conditions

- Speaking about the weather
-

Class 6

Module 1: Past Simple (Regular Verbs)

- Affirmative/negative sentences and questions

Module 2: Irregular Verbs in Context

- To be in the past tense
- Common irregular verbs

Module 3: Past Time Expressions

- Prepositions of time

Module 4: Talking About the past

- The past with modal verbs
-

Class 7

Module 1: Likes and Dislikes

- Like/love/hate + verb-ing
- Talking about like and dislike

Module 2: Phone Language

- Phone etiquette and language

Module 3: Emails and Formal Language (Intro)

- Professional emails

Module 4: Describing Hobbies and personal interests

- Talking about personal interests

Class 8

Module 1: What's for lunch

- Present simple + quantifiers
- Vocabulary

Module 2: Cultural Notes (UK/US)

- Differences between American and British English

Module 3: Review of All Grammar Topics

- Full grammar revision

Module 4: Final Task: Conversation simulation

- Business English Conversation Simulation
- Email simulation

ORGANIZZAZIONE

Organizzatore unico:

Fondazione Architetti e Ingegneri Liberi Professionisti iscritti a Inarcassa

Docenti:

Cassandra Comjean

Mentor:

Cassandra Comjean

info@scuola-lingue-roma.it

Tutor:

Dott.ssa Claudia Cascalisci

c.cascalisci@fondazioneinarcassa.it

Direttore Scientifico della Formazione:

Ing. Andrea De Maio

info@fondazioneinarcassa.it

CONTATTI PER INFORMAZIONI

Email: info@fondazioneinarcassa.it

Telefono: 06 8527 4212 (Lun-Ven | ore 8:00 – 16:00)