

BUSINESS ENGLISH COURSE PROGRAM

LEVEL A2 (LIVELLO ELEMENTARE)

Class 1

Module 1: Present Simple & Adverbs of Frequency

- Present simple + always, usually, sometimes, never

Module 2: Phrasal verb in the Workplace

- Phrasal verb

Module 3: Workplace Equipment and Tools

- *Grammar:* articles a/an, the
- Plural nouns

Module 4: High Numbers and Units

- Vocabulary: Thousands, millions, meters, tons, percentages
-

Class 2

Module 1: Possessive

- Possessive pronouns, possessive nouns, and possessive adjectives

Module 2: Comparative Adjectives

- Adjective + “er”

Module 3: Superlative Adjectives

- The + adjective + “est”

Module 4: Describing Places and Building

- Superlatives with “the”
-

Class 3

Module 1: Be Going To for Plans

- Subject + am/is/are + going to + base verb

Module 2: Future Time Expressions

- Future time markers + “will” be going to

Module 3: Holidays and Time Off

- “Be going to” + verb to describe time off

Module 4: Express Future Outcomes

- Subject + be going to + verb (prediction format)
-

Class 4

Module 1: Past Simple and Past continuous

- *Grammar*: completed past actions and event in progress in the past

Module 2: Life and Work Experience

- Present perfect use

Module 3: Present Perfect vs Past Simple

- *Grammar Practice*: contrast use

Module 4: Describing Travel or Work Abroad

- Work abroad with present perfect
-

Class 5

Module 1: Expressing preferences, intentions, and needs

- *Grammar*: want to do, need to, hope to + base verb

Module 2: Ordering at a Restaurant / Canteen

- Functional language for ordering politely

Module 3: Making Polite Requests

- *Grammar*: Can you...? Could I...? Would you mind...?

Module 4: Making Suggestions and Recommendations

- *Grammar*: should, let's, why don't we + base verb
-

Class 6

Module 1: Talking About the Internet and Online Work

- Present simple + Vocabulary on Technology at Work

Module 2: Making Travel Arrangements

- Zero and first conditional

Module 3: Adverbs of Manner

- Adverbs of manner – verb + adverb or adverb + verb phrases

Module 4: Technology and Construction

- Present simple and present continuous to describe trends and innovation
-

Class 7

Module 1: Focus of Question Forms

- Using different key words to create questions

Module 2: Interviews and Site Inspections

- Present simple and adverbs of frequency, Past Simple, and Question forms

Module 3: Talking About Tools and Techniques

- *Grammar:* Present simple for routine, Passive voice

Module 4: Making Notes and Writing Summaries

- Vocabulary and writing short reports/notes
-

Class 8

Module 1: Cultural Comparisons in Construction

- *Grammar:* Comparatives: more, less, often, usually

Module 2: Employment Experience

- *Grammar:* Present perfect: have/has + past participle
- Signal words: ever, never, already, yet, since, for

Module 3: Effective Team Communication

- 5 Types of Team Communication

Module 4: Basic Business Presentations

- Informative and Instructive Presentations
-

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)