

LEVEL B1

The presented English language course is designed to meet international requirements and allows learners to master the vast amount of lexical material needed for **professional use**.

The total volume of the course is 40 academic hours.

Training at Level B1 covers **the following topics**:

- Careers. Job Interviews. Changing the jobs. networking. Making conversation;
- Describing companies. Work duties. Self-presentation;
- Selling. Sales skills. Negotiating. Reaching an agreement;
- Ideas for work. Creativity. Organizing the meetings;
- Daily routine at work. Dealing with stressful situations;
- Business trips. Entertaining. Corporate events. Invitation letters;
- Starting new business. Organization of conferences;
- Marketing. Advertisement;
- Planning. Time and money management;
- Conflict management. Resolving disputes;
- Products management. Description of a product. Launching a new product.

Upon completion of training, the following **results** of the course are expected:

- Development of professional, spoken and social skills, which are necessary for a wide range of business situations such as:

- holding meetings;
- organization of presentations;
- business correspondence;
- negotiating with partners;
- business communication on the phone;
- use of English in social contacts, etc.

Teaching methods: The course is conducted in group lessons. All skills, i.e., speaking, writing, listening, and reading skills are aimed to be developed. Speaking skills are developed through various of role plays and case studies (e.g. interviewing, presenting business plan to foreign visitors) as well as through different word games. Writing skills are trained through written tasks, such as writing a letter of request or complaint or writing and responding to an e-mail). Listening and reading are trained through reading authentic texts and watching and listening to specially-filmed interviews with business practitioners.

Description of independent work: Written and / or oral preparation according to the content of the course.

Teaching materials: "Market Leader Pre-Intermediate (3-rd edition)" Student's book, "Market Leader Intermediate (3-rd edition)" Student's book and "Market Leader Pre-Intermediate (3-rd edition)" Workbook by Pearson Longman, 2012.