

Business English

Pre-Intermediate A (A2) Online

Course Information

Our approach

This course integrates speaking, writing, listening and reading skills using a 'communicative approach', as well as grammar analysis and practice. The focus of the course is for you to communicate successfully with others in a business context; this means that error correction takes place at certain points in the lesson, not necessarily every time a mistake is made.

Materials

The **student's book** used for this course is **Business Partner A2** and the topics you will cover are:

- Unit 1: Working Day
- Unit 2: Doing Business
- Unit 3: Changes

What will you be able to by the end of the course?

This course aims to help you to be able to do the following things more **confidently** and **using appropriate language**. Your teacher will encourage you to self-assess your ability throughout the course.

I can describe my working tasks and arrange my schedule
I can ask and answer questions about my workplace and make introductions for visitors
I can talk about deliveries , orders and quantities , and place an order
I can write a short email responding to an enquiry
I can negotiate simple business agreements
I can describe changes at work using past tenses and a range of verb phrases
I can write an email summarising a company's annual performance
I can ask and answer questions about how a project went

Assessment and Self-Study

Your teacher will give you 1 assessed speaking task and 1 assessed writing task over the course and will give you written feedback on your performance.

Additionally, you will use the workbook for work in class and at home. The book is only one part of your course – you will also use activities, multi-media resources and other materials which will help you learn.

What level is my class?

CEFR Level	Business English Courses	General English Courses
C1-C2	Advanced A/B/C	Proficient User A-F
B2	Upper Intermediate A/B/C	Pre-Advanced A/B
		Upper Intermediate A/B/C
B1	Intermediate A/B/C	Intermediate A/B/C
A2	Pre-intermediate A/B/C	Pre-intermediate A/B/C
A1		Elementary A/B/C

What is an A2 user of English?

According to the Common European Framework of Reference (CEFR), an A2 user can:

- understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).
- communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
- describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

If you have any questions about your course, please speak to your teacher or get in touch with our Operations Team at info@britishcouncil.org.ua [+380 44 350 0755](tel:+380443500755)