

**LEMBAR PENGESAHAN
BAHAN AJAR NON ISBN**

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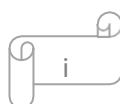
ENGLISH FOR BUSINESS COMMUNICATION

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CONTENTS ENGLISH FOR BUSINESS COMMUNICATION

UNIT	BUSINESS COMMUNICATION	OBJECTIVE	VOCABULARY	LANGUAGE AT WORK	PRACTICE SPEAKING	SOURCE
1. COMPANIES 	SOCIALIZING Introducing oneself and others	<ul style="list-style-type: none"> - Talk about what companies do - Introduce yourself and others - Talk about your job - Make polite request 	Produce, specialise in, head office, employee, competitor	Present Simple	How to introduce yourself and other	Business Result Pre-intermediate
2. JOB CONTACTS 	TELEPHONING Making and receiving telephone calls	<ul style="list-style-type: none"> - Describe your job and the people you work with - Talk about work activities - Make and receive phone calls 	Describing your job and job contacts: <i>take part in, colleagues, etc.</i>	Present continuous	How to say phone numbers and spell names	Business Result Pre-intermediate
3. DEPARTMENTS 	PRESENTING Visual information	<ul style="list-style-type: none"> - Talk about company structure - Ask questions - Welcome visitors - Present visual information 	Company Structure <i>In charge of, responsible for, sales and marketing, human resources</i>	Asking questions	How to present visual information	Business Result Pre-intermediate
4. INNOVATIVE PRODUCTS 	MEETINGS Giving a report	<ul style="list-style-type: none"> - Talk about new products and the stages in their development - Talk about the development of products - Show interest - Give a report 	The development processes <i>Launch, do market research, do product trials, economical, practical</i>	Past simple	How to show interest	Business Result Pre-intermediate

UNIT	BUSINESS COMMUNICATION	OBJECTIVE	VOCABULARY	LANGUAGE AT WORK	PRACTICE SPEAKING	SOURCE
5. SALES AND ADVERT 	MEETINGS Controlling the discussion	<ul style="list-style-type: none"> - Talk about sales and advertising - Interrupt and avoid being interrupted - Control the discussion in meetings 	Sales and advertising <i>Enter a market, improve market share, advertising campaign, word-of-mouth, etc.</i>	Modal verbs for obligation, necessity, and permission	How to interrupt or avoid interruption	Business Result Pre-intermediate



1 | Companies

Starting Point

~ Look at the pictures below. What do you know about these companies?

~ Which one do you think better? To work for a large or a small company?

Learning objectives:

- Talking about what companies do
- Talking about your company using the present simple
- Making polite requests
- Introducing yourself and others

