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| *Утверждаю:*  *Директор АНО ДПО «Учебный центр «СТЕК»*  *С.С. Суханов* | |

# Программа спецкурса

«Business English 3»

***(100 академических часов)***

**Тема 1. Innovative organisation**

Business communication: roles and responsibilities, types of organisations, managing first meeting, small talk

Grammar: Present Tenses

**Тема 2. Marketing**

Business communication: marketing and brands, making a presentation, organizing information in e-mails

Grammar: Future forms

**Тема 3. Teamwork**

Business communication: supporting teamwork, giving and responding to advice, formal and semi-formal emails

Grammar: Gerund vs Infinitive

**Тема 4. A career change**

Business communication: getting a job, useful phrases for interview and cover letter

Grammar: Indirect questions, Past Simple and Present Perfect

**Тема 5. A company’s strategy for growth**

Business communication: talking about business strategy, collocations and world building, participating in problem-solving meeting

Grammar: Modal verbs: obligation, prohibition, necessity, recommendation.

**Тема 6. E-commerce**

Business communication: talking about delivery methods, selecting a supplier, describing processes, letter of complain

Grammar: Passive forms

**Тема 7. Collaborating on a project**

Business communication: negotiating, discussing terms and conditions, reporting reasons and results

Grammar: Comparatives and superlatives

**Тема 8. Starting a new business**

Business communication: running a business, presenting new ideas, dealing with objections

Grammar: Reported speech

**Тема 9. Finance**

Business communication: talking about finance and economic crisis, investment opportunities, managing bad news

Grammar: Articles, adverbs and adverbial phrases

**Тема 10. Presenting facts and figures**

Business communication: presenting visual information, reporting figures, summarizing

Grammar: Order information in sentences, If- clauses

**Тема 11. Global work cultures**

Business communication: discussing preferences and reach agreement, keeping a conversation going

Grammar: Past tenses

**Тема 12. Working abroad**

Business communication: giving suggestions, advice and recommendation, formal / neutral / informal language

Grammar: Mixed conditionals, wish

**Тема 13. Learning to lead**

Business communication: talking about personal qualities, professional development, giving and responding to feedback

Grammar: Relative clauses

**Тема 14. Leadership**

Business communication: leading and managing meetings, formal and semi-formal language for informing of decisions

Grammar: Question forms

**Предварительная подготовка:** уровень владения английским языком – Pre-Intermediate / Intermediate.