

Business English Course – Lesson List

Lesson 1: Essential Job Vocabulary

Let's begin by answering the question, "Where do you work?" This seems like a simple question, but there are many ways to answer it. You'll also learn key vocabulary words regarding jobs and employment.

Lesson 2: English for Interviews

Today you're going to learn the most common questions asked in job interviews – and some tips for answering them in English. First, let's learn some vocabulary for finding a job.

Lesson 3: Around the Office

In this lesson, you'll learn vocabulary for people and things in the office. You'll also learn some phrases for interacting with colleagues.

Lesson 4: Telephone English (Part 1)

Many students, even at the advanced level, HATE talking on the phone in English. This lesson will teach you phrases that you can use with confidence in any phone call.

Lesson 5: Telephone English (Part 2)

What if you call somebody and they're not available? You'll have to leave a voicemail message on their answering machine or cell phone – so today you're going to learn 5 simple steps to leaving a great voicemail in English.

Lesson 6: Presentations in English

Have you ever given a presentation in English? If you have, you know it can be quite difficult to think of the right words with the pressure of everyone watching! Don't worry, because in this lesson you'll learn a number of English phrases that will help your presentations sound polished and professional.

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K Morrison



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