



MEETING A2

OBJETIVOS

Adquirir el vocabulario necesario que le permitirá formar parte del contexto de una reunión, expresar tu opinión, redactar las convocatorias de reunión, y realizar negociaciones.

CONTENIDOS

MODULE I: VOCABULARY FOR MEETINGS

1. Useful words
2. Business meeting verbs and nouns
3. Useful phrases
4. Present simple

MODULE II : OPINIONS, AGREEING AND DISAGREEING

1. Opinions, agreeing and disagreeing
2. Present continuous

MODULE III: AGENDAS

1. Formal and informal agendas
2. Past simple

MODULE IV : NEGOTIATION TECHNIQUES (1)

1. Negotiation techniques 1
2. Present perfect simple

MODULE V: NEGOTIATION TECHNIQUES (2)

1. Negotiation techniques 2
2. Future - will
3. Phrasal verbs: look, get go

MEETING B1

OBJETIVOS

Adquirir el vocabulario necesario que te permitirá formar parte del contexto de una reunión, expresar tu opinión, redactar las convocatorias de reunión, y realizar negociaciones.

CONTENIDOS

MODULE I: VOCABULARY FOR MEETINGS

1. Useful words
2. Business meeting
3. Useful phrases
4. Present simple vs. present continuous



MODULE II: STARTING WITH YOUR MEETING

1. Opening a meeting
2. Structuring a meeting
3. Organizing your meeting
4. Past simple vs. Past continuous

MODULE III: FIRST STEPS TO THE MEETING

1. Getting the audience's attention
2. The body of your presentation
3. Present perfect tenses

MODULE IV : FINAL STEPS TO THE MEETING

1. Conclusions
2. Effective conclusions
3. Past simple vs. present perfect continuous
4. Linkers and connectors

MODULE V: DELIVERING A GOOD CONCLUSION

1. Dealing with questions
2. Anticipating questions
3. Dealing with interruptions
4. Future - will vs going
5. British english vs. American english

MEETING B2

OBJETIVOS

Acquire the necessary knowledge to take part in business meetings, as well as those language elements that will help you to communicate effectively, and the basics to chairing a meeting.

CONTENIDOS

MODULE I: VOCABULARY FOR MEETINGS

1. Useful words
2. Business meeting
3. Useful phrases
4. Verb tenses review

MODULE II: STARTING WITH YOUR MEETING

1. Opening a meeting
2. Structuring a meeting
3. Organizing your meeting
4. Formal and informal agendas
5. Make vs do
6. Empathic "do"
7. Avoiding the use of very



MODULE II: FIRST STEPS TO THE MEETING

1. Greeting the audience's attention
2. The body of your presentation
3. Impersonal pronouns
4. Phrasal verbs
5. Linkers and connectors

MODULE IV : FINAL STEPS TO THE MEETING

1. Conclusions
2. Effective conclusions
3. How to write a memo
4. Modals verb: certainty and possibility
5. Infinitives and gerunds

MODULE V: DELIVERING A GOOD CONCLUSION

1. Dealing with questions
2. Anticipating questions
3. Dealing with interruptions
4. Modals: obligation and prohibition
5. Have something done
6. British english vs. American english

MEETING C1

OBJETIVOS

Acquire the necessary knowledge to take part in business meetings, as well as those language elements that will help you to communicate effectively, and the basics to chairing a meeting.

CONTENIDOS

MODULE 1: MEETING TECHNIQUES (1)

1. Meeting techniques
2. Reported speech

MODULE II : DISCUSSING FACTS. TAKING PART IN DISCUSSIONS

1. Discussing facts
2. Taking part in discussions
3. Passive voice

MODULE III: DEALING WITH OFFERS. PROPOSING AND VOTING. ENDING A MEETING

1. Dealing with offers
2. Proposing and voting
3. Ending a meeting
4. adjectives
5. Comparision of adjectives
6. Avoiding the use of very



MODULE IV : ARRANGING A MEETING

1. Arranging a meeting
2. Modal verbs: certainty & possibility
3. Infinitives and gerunds
4. Phrasal verbs

MODULE V: WRITING A REPORT

1. Writing a report
2. Presenting visual
3. Modals: obligation and prohibition
4. Have something done

MEETING C2

OBJETIVOS

Acquire the necessary knowledge to take part in business meetings, as well as those language elements that will help you to communicate effectively, and the basics to chairing a meeting.

CONTENIDOS

MODULE I: VOCABULARY FOR MEETINGS

1. Useful words
2. Business meeting verbs and nouns
3. Arranging a meeting
4. Concession clauses

MODULE II : NEGOTIATION TECHNIQUES (1)

1. Negotiation techniques (1)
2. Inversion after negative adverbs
3. Cleft sentences
4. Ellipsis
5. Phrasal verbs

MODULE III: NEGOTIATION TECHNIQUES (2)

1. Negotiation techniques (II)
2. Other adverbial linking expressions
3. Linking sentences and clauses
4. Pronouns: both, neither & either

MODULE IV : BUSINESS COMMUNICATION. AGENDAS. MEMOS

1. Idioms in business communication
2. Formal and informal agendas
3. How to write a memo
4. Words after infinitive
5. Adjective patterns
6. Gradable/ non-gradable adjectives



MODULE V: WRITING A REPORT

1. Writing a report
2. Presenting visual
3. Dependent prepositions
4. Common collocations