

Business English C1 (Advanced)

1. Working cross-culturally

- *Vocabulary:* Describing cross-cultural experiences
- *Meetings:* Reporting back on research
- *Speaking:* Introducing yourself to a group

Case study: Planning for expansion

2. Change

- *Vocabulary:* Discussing working practices
- *Presenting:* Giving a formal presentation
- *Speaking:* Showing understanding

Case study: Planning office space

3. Risk

- *Vocabulary:* Talking about different kinds of risk
- *Telephoning:* Taking part in a teleconference
- *Speaking:* Establishing rapport and showing interest

Case study: Tackling risks

4. Team relationships

- *Vocabulary:* Exploring team relationships
- *Negotiating:* Dealing with conflict
- *Speaking:* Responding to feedback

Case study: Developing a teamwork ethos

Writing Practice

- Differences between formal and informal emails
- Writing a formal email

5. Success and problem-solving

- *Vocabulary:* Discussing factors for success
- *Meetings:* Problem-solving and brainstorming ideas
- *Speaking:* Using vague language

Case study: Handling rapid growth and progression

6. Leadership

- *Vocabulary:* Talking about leadership styles
- *Meetings:* Giving a briefing on change
- *Speaking:* Expressing personal views

Case study: Dealing with the challenges of leadership

7. Corporate values and ethics

- *Vocabulary:* Talking about values
- *Negotiating:* Reaching agreement
- *Speaking:* Raising a difficult point

Case study: Developing ethically-responsible policies

Final Test

Grammar Practice:

- Tenses Review
- Speculating about future changes
- Referencing using pronouns
- Adding emphasis using fronting, cleft sentences, adverbs, and phrases
- Using adverbs to qualify attitudes
- Distancing and depersonalizing using the passive
- Using inversion for emphasis