

# Inglés para profesionales: **/ EMPRESARIAL**



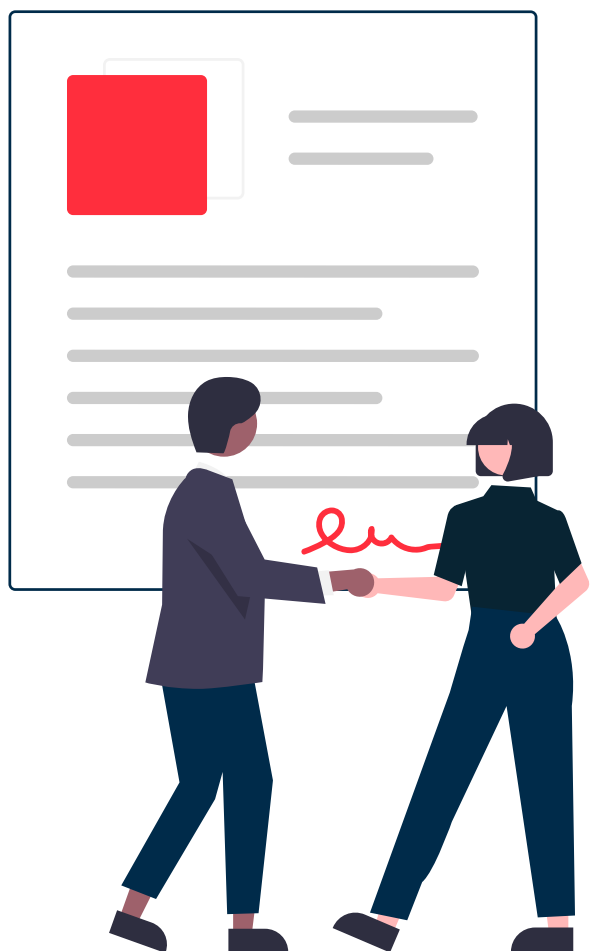
**/ Método educativo  
progresivo y natural.**

**/ Recursos educativos  
adicionales de gran  
valor que sirven de  
apoyo a las lecciones.**

**/ Un entorno virtual  
que integra las últimas  
tendencias tecnológicas  
aplicadas a los cursos  
de idiomas.**

# /EL CURSO

Adquirir las capacidades necesarias para resolver de forma correcta y fluida situaciones propias del ámbito de la empresa en lengua inglesa, desarrollando los procesos de comprensión oral y escrita, y expresión oral generados por la actividad empresarial.



Tecnología que mejora el **autoaprendizaje del Inglés:**



Reconocimiento  
por voz



Audios MP3  
descargables



Videos con  
Story Telling



Test de nivel por  
destrezas



Grupos de  
conversación



Certificado de  
aprovechamiento



Para todos los  
dispositivos



Speaking, reading,  
listening, writing

Nuestros cursos online de inglés incorporan las **últimas tecnologías** para el autoaprendizaje. Tenemos cursos para todos los niveles del Marco Común Europeo de Referencia.

**Duración y lecciones del curso:**

**/ 7 lecciones**

**/ 60 horas lectivas**



# /Business

## 1- The Language of Business

### 1.1- Using different registers in business relationships:

- Greetings
- Function - Recognising formal / informal register

### 1.2- Using the appropriate register in different areas of business:

- Using appropriate register in various business situations

### 1.3- General areas of business:

- Describing sectors / areas of business and the roles within them

## 2- Company structure

### 2.1- Describing company structure

- Describing the structure of a company

### 2.2- Organisation charts:

- Articles
- Using organisation charts to describe a company

### 2.3- Company departments:

- Present continuous
- Describing functions of different departments in a company

### 2.4 Writing a Personal Statement:

- Adverbs of time
- Writing a personal statement. Usephul phrases and vocabulary

## 3- Our Company

### 3.1 Describing your position and workplace:

- There is / There are
- Describing a role / position

### 3.2- Giving directions:

- Countable and uncountable nouns; Quantifiers
- Giving directions

### 3.3- Locating objects:

- Locating objects
- Prepositions of place

### 3.4- Describing itineraries

- How many / How much
- Describing itineraries

### 3.5- Explaining timetables and schedules:

- Present continuous for future plans
- Explaining timetables and schedules



# /Business

## 4- Telephone communication

### 4.1- Leaving and receiving voice messages:

-Leaving and receiving voice messages

### 4.2- Organising meetings:

-Future tenses  
-Organising meetings

### 4.3- Making an order:

- Making an order

### 4.4- Asking for and providing information:

-Requesting and providing information

## 5- Written Correspondence

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-Written correspondence

## 6- Business trips

### 6.1- Airport, booking, tickets, food, directions:

-Airport, booking, tickets, food, directions

### 6.2- Courtesy, making requests, interrupting, confirming:

-Grammar: Courtesy, making requests, interrupting, confirming

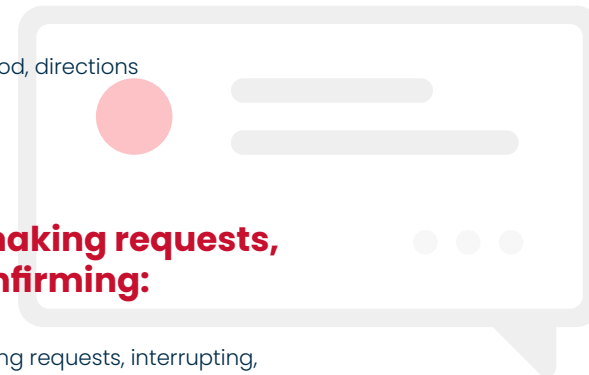
### 6.3- Polite words and phrases, food, ordinal numbers, asking for information and confirmation

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## 7 - Frequent errors and false friends

### 7 - False friends and misunderstandings:

-General revision of words and structures that are easily confused  
-False cognates / friends





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