

Inglés para profesionales: / FINANZAS

/ 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

En este primer nivel de tres, el alumno aprenderá la terminología inglesa fundamental para el sector bancario y financiero. También se familiarizará con los términos de atención al cliente, la publicidad, los términos comerciales generales y las expresiones financieras y comerciales cotidianas. Cada término se define y se utiliza en contexto en oraciones. Este nivel se compone de una serie de ejercicios interactivos como la comprensión auditiva con diálogos cortos y realistas, la respuesta a preguntas y el envío de ejercicios por correo electrónico.

Duración y lecciones del curso:

/ 3 niveles

/ 90 horas lectivas



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.



/ Financial services

1- Basic banking terms and finance (EASY):

-In this block, students will be introduced to basic banking and financial language. Vocabulary included – bank draft, asset, debt, credit, budget, interest. They will listen to a short, realistic dialogue of a bank teller opening up an account. The learner will work their freeform speaking by answering questions related to an account opening at the bank. At the end of the module, the student will answer, in writing and orally, questions from the tutor to be sent by email.

2- Financial vocabulary:

Students will be studying basic banking and financial vocabulary. Vocabulary includes- audit, debt, credit card, foreclosure, estate account and much more. It is presented in context in sentences and definitions are provided for each term or expression. Students can practice their speaking, and at the same time learning what each term means and add to their ability to carry out essential financial tasks in English.

3- Opening an account:

-In this lesson students will practice their understanding and comprehension by listening and following along with a typical real life situation in a financial environment. We will be listening to a typical situation of opening a bank account with a customer.

4- At the bank:

-The student develops their freeform speaking by answering questions that are asked related to finance. In this lesson we will be looking at questions asked to a client when a bank account is opened.

5- Writing and speaking lab:

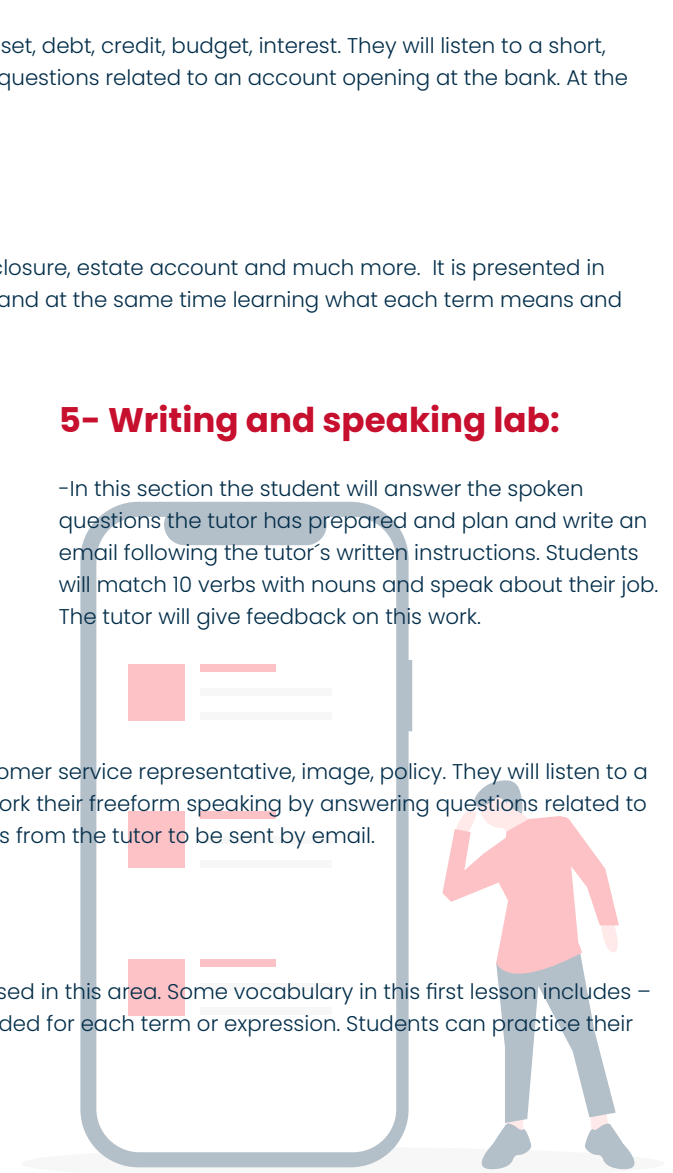
-In this section the student will answer the spoken questions the tutor has prepared and plan and write an email following the tutor's written instructions. Students will match 10 verbs with nouns and speak about their job. The tutor will give feedback on this work.

6- Suggestions, inquiries and complaints (EASY):

-In this block, students will be introduced to basic customer service terms. Vocabulary included – Contract, deliver, customer service representative, image, policy. They will listen to a short, realistic dialogue of customer service representative on the phone with a customer problem. The learner will work their freeform speaking by answering questions related to dealing with customer service issues. At the end of the module, the student will answer, in writing and orally, questions from the tutor to be sent by email.

7- Financial vocabulary:

-Students will be studying basic customer service vocabulary. The student will be introduced to typical vocabulary used in this area. Some vocabulary in this first lesson includes – image, to greet, contract, vision, solution and to listen. It is presented in context in sentences and definitions are provided for each term or expression. Students can practice their speaking and at the same time learn what each term means.



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8- Calling someone's office:

-In this lesson students will develop their understanding and comprehension by listening and following along with a typical phone call received by an administrative assistant.

9- Answering a business call:

-The student works their freeform speaking by answering questions that are proposed related to general business topics. We will be studying what to ask and general vocabulary used with a caller during a typical business call.

10- Writing and speaking lab:

-In this section the student will answer the spoken questions the tutor has prepared and plan and write an email following the tutor's written instructions. Students will explain 4 common business expressions and create a small dialogue between a secretary and a caller.
-The tutor will give feedback on this work.

12- Basic banking terms and finance (MEDIUM):

-In this block, students will consolidated previous banking and financial terminology and be introduced to intermediate vocabulary with mortgage and accounting terms. Vocabulary included – factoring, embezzlement, debenture, closing costs, arbitrage. They will listen to a short, realistic dialogue of an interview at a large company with a human resources manager interviewing for a new accountant. The learner will work their freeform speaking by answering questions from a bank representative asking a customer when getting a mortgage. At the end of the module, the student will answer, in writing and orally, questions from the tutor to be sent by email.

13- Financial vocabulary:

-Students will be studying intermediate banking and financial vocabulary. Vocabulary includes- arbitration, commitment fee, collateral, financial capital, garnishment, principal, sub-prime and many others. It is presented in context in sentences and definitions are provided for each term or expression. Students can practice their speaking and at the same time learn what each term means. Vocabulary includes business, banking and accounting terms.

14- Hiring a new accountant:

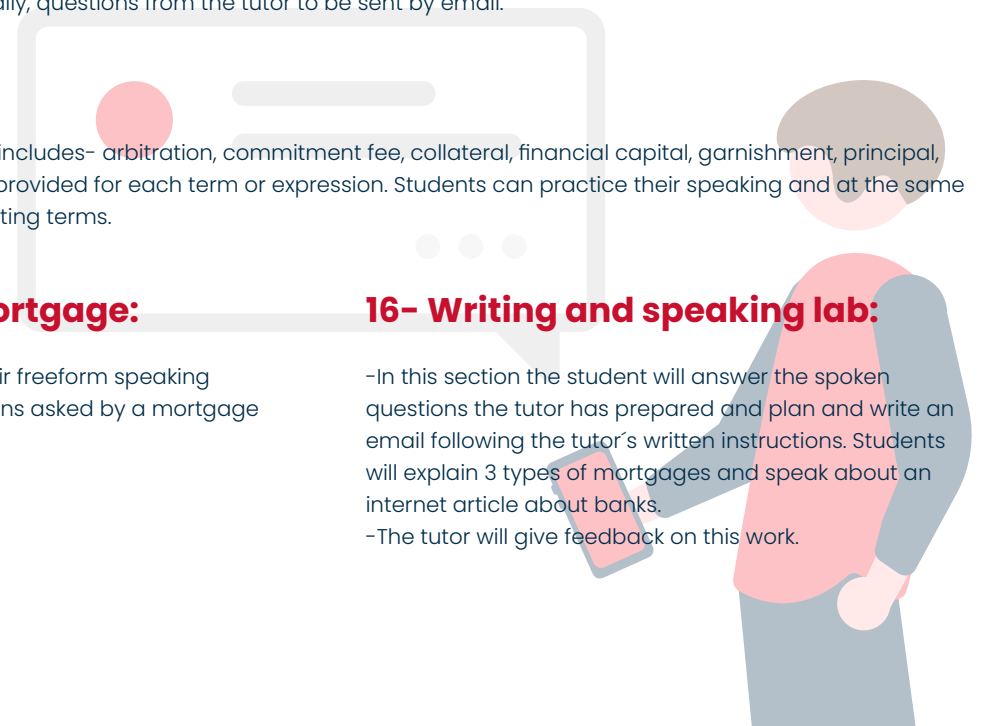
-In this lesson students will develop their understanding and comprehension by listening and following along to a typical interview process.

15- Getting a mortgage:

-Students will practice their freeform speaking skills by answering questions asked by a mortgage representative.

16- Writing and speaking lab:

-In this section the student will answer the spoken questions the tutor has prepared and plan and write an email following the tutor's written instructions. Students will explain 3 types of mortgages and speak about an internet article about banks.
-The tutor will give feedback on this work.



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17- Suggestions, inquiries and complaints (MEDIUM):

-In this block, students will consolidated previous customer service terminology and be introduced to intermediate vocabulary in this field. Vocabulary included – empathy, feedback, inconvenience, netiquette, service partners. They will listen to a short, realistic dialogue of soliciting for new business and providing service at a trade show. The learner will work their freeform speaking by answering questions related to customer service when checking into a hotel. At the end of the module, the student will answer, in writing and orally, questions from the tutor to be sent by email.

18- Financial vocabulary:

-Students will be studying intermediate customer service vocabulary. We build on previous vocabulary and include new terms such as – helpline, product return, clarification, and expert. It is presented in context in sentences and definitions are provided for each term or expression. Students can practice their speaking and at the same time learn what each term means.

19- Gaining new business:

-In this lesson students will practice their understanding and comprehension by listening and following along with a typical real life situation in the customer service environment. Students will be listening to the interactions of two people at a trade shows concerning gaining new business.

20- Checking into a hotel:

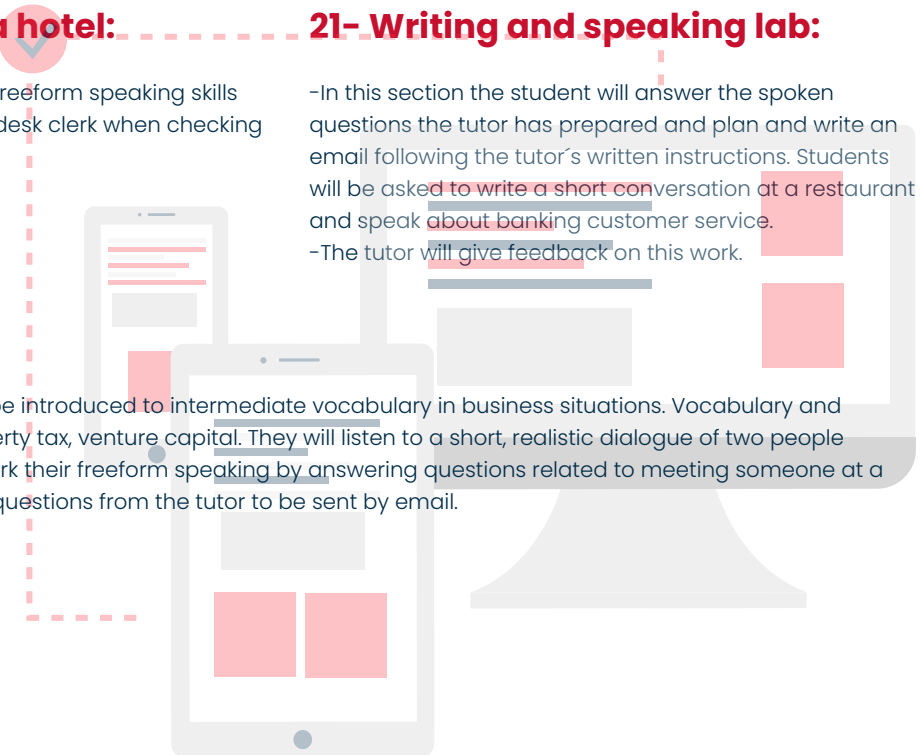
-The student will practice their freeform speaking skills by being asked questions by a desk clerk when checking into a hotel.

21- Writing and speaking lab:

-In this section the student will answer the spoken questions the tutor has prepared and plan and write an email following the tutor's written instructions. Students will be asked to write a short conversation at a restaurant and speak about banking customer service.
-The tutor will give feedback on this work.

22- Advertising, business expressions (MEDIUM):

In this block, students will consolidated previous business terminology and expressions and be introduced to intermediate vocabulary in business situations. Vocabulary and expressions included – kiting, moral hazard, give lip service, middleman, pass the buck, property tax, venture capital. They will listen to a short, realistic dialogue of two people working in a shipping and receiving department discussing logistic issues. The learner will work their freeform speaking by answering questions related to meeting someone at a business conference. At the end of the module, the student will answer, in writing and orally, questions from the tutor to be sent by email.



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23- Financial vocabulary:

-Students will be studying intermediate business vocabulary. Some of the vocabulary terms we look at are – mergers, phishing, Ponzi scheme, indemnity and insurance and more. It is presented in context in sentences and definitions are provided for each term or expression. Students can practice their speaking and at the same time learn what each term means.

24- Shipping and deliveries:

-In this lesson students will practice their understanding and comprehension by listening and following along with a typical real life situation in a logistics department. We will be listening to a typical conversation of two employees receiving orders.

25- Meeting someone at a business conference:

-Students will practice their freeform speaking skills by answering questions when meeting new contacts in a business conference setting.

26- Meeting someone at a business conference:

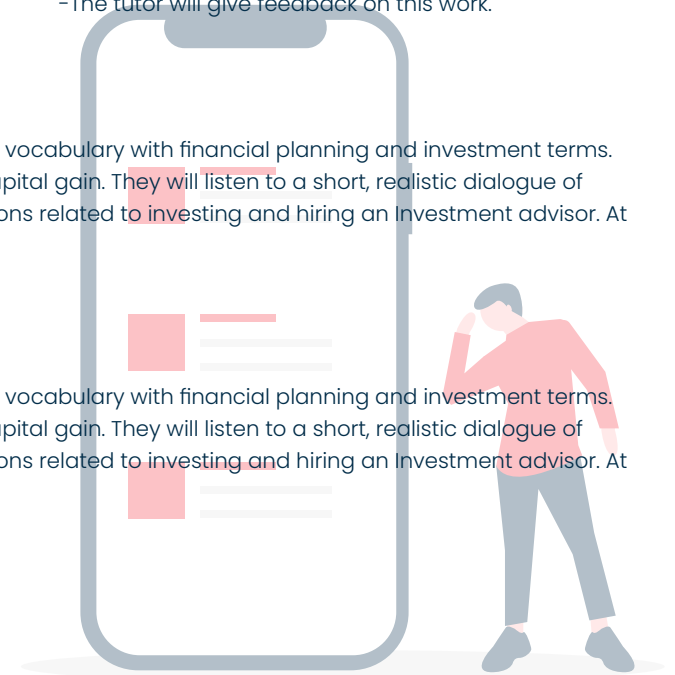
- In this section the student will answer the spoken questions the tutor has prepared and plan and write an email following the tutor's written instructions. The learner will be asked to explain some common business expressions and speak about social media and advertising.
-The tutor will give feedback on this work.

27- Basic banking terms and finance (ADVANCED):

-In this block, students will consolidated previous banking and financial terminology and be introduced to advanced vocabulary with financial planning and investment terms. Vocabulary included – financial intermediaries, point, narrow money, proxy, underwriting, short selling, bull market, capital gain. They will listen to a short, realistic dialogue of meeting a colleague at an investment conference. The learner will work their freeform speaking by answering questions related to investing and hiring an Investment advisor. At the end of the module, the student will answer, in writing and orally, questions from the tutor to be sent by email.

28- Financial vocabulary:

-In this block, students will consolidated previous banking and financial terminology and be introduced to advanced vocabulary with financial planning and investment terms. Vocabulary included – financial intermediaries, point, narrow money, proxy, underwriting, short selling, bull market, capital gain. They will listen to a short, realistic dialogue of meeting a colleague at an investment conference. The learner will work their freeform speaking by answering questions related to investing and hiring an Investment advisor. At the end of the module, the student will answer, in writing and orally, questions from the tutor to be sent by email.



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29- Meeting at an investment conference:

-In this lesson students will practice their understanding and comprehension by listening and following along with a typical real life situation in the financial environment of two colleagues meeting at an investing conference.

30- Speaking with an Investment advisor:

-Students will practice their freeform speaking skills by being a financial planner and answering customer questions.

31- Writing and speaking lab:

-In this section the student will answer the spoken questions the tutor has prepared and plan and write an email following the tutor's written instructions. Learners will be asked to write 10 sentences using vocabulary provided and speak about the future of their current industry.

-The tutor will give feedback on this work.

32- Suggestions, inquiries and complaints (ADVANCED):

-In this block, students will consolidated previous customer service terms and be introduced to advanced vocabulary terms. They will listen to a short, realistic dialogue of situation of a business client with a problem concerning her company cell phones. The learner will work their freeform speaking by answering questions related to personal and business cell phones and technology. At the end of the module, the student will answer, in writing and orally, questions from the tutor to be sent by email.

33- Financial vocabulary:

-In this block, students will consolidated previous customer service terms and be introduced to advanced vocabulary terms. They will listen to a short, realistic dialogue of situation of a business client with a problem concerning her company cell phones. The learner will work their freeform speaking by answering questions related to personal and business cell phones and technology. At the end of the module, the student will answer, in writing and orally, questions from the tutor to be sent by email.

34- Company cell phone:

-In this lesson students will practice their understanding and comprehension by listening and following along with a typical real life situation in the customer service environment. We will be listening to a business client and a customer service representative.

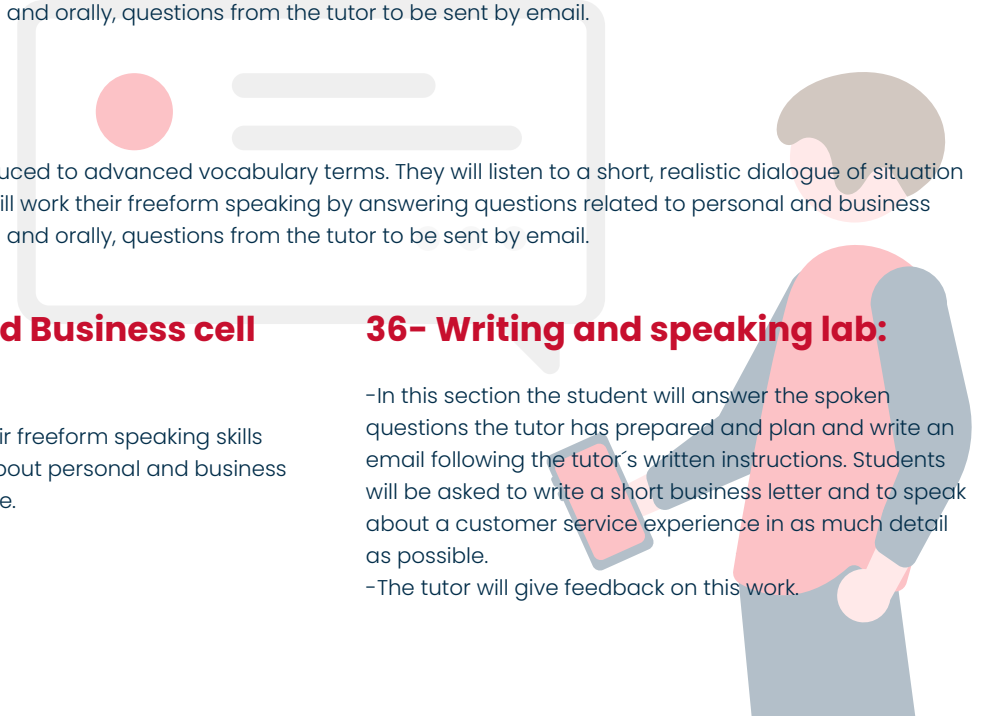
35- Personal and Business cell phones:

-Students will practice their freeform speaking skills by answering questions about personal and business phone etiquette and usage.

36- Writing and speaking lab:

-In this section the student will answer the spoken questions the tutor has prepared and plan and write an email following the tutor's written instructions. Students will be asked to write a short business letter and to speak about a customer service experience in as much detail as possible.

-The tutor will give feedback on this work.



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37- Advertising, business expressions (ADVANCED):

-In this block, students will consolidated previous general business terms and be introduced to advanced business vocabulary. Business expressions and vocabulary included – headquarters, monopoly, economy of scale, valuation, swag, waiver, thrown under the bus. They will listen to a short, realistic dialogue of employees attending a sales meeting. The learner will work their freeform speaking by answering questions related to self-employment and unemployment. At the end of the module, the student will answer, in writing and orally, questions from the tutor to be sent by email

38- Financial vocabulary:

-Students will be studying business terms and expressions. In this last general business lesson, we will look at terms such as – title, zoning, withholding, and fiscal policy. It is presented in context in sentences and definitions are provided for each term or expression. Students can practice their speaking and at the same time learning what each term means.

39- In a Business meeting:

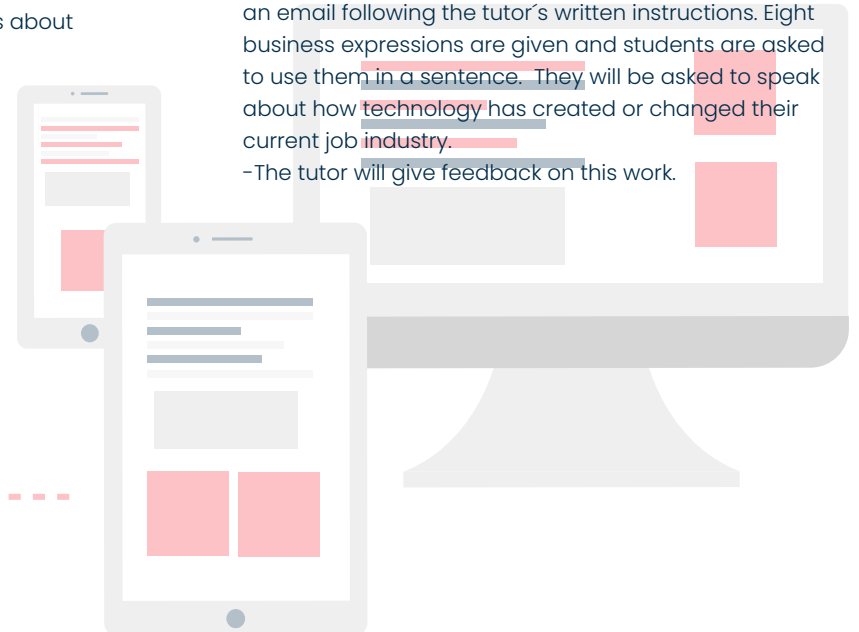
-In this lesson students will practice their understanding and comprehension by listening and following along with a typical real life situation in a business environment. We will be listening to typical business meeting about sales.

40- Self-Employment and Unemployment:

-In this lesson, students will practice their freeform speaking skills by answering questions about employment.

41- Writing and speaking lab:

-In this section the student will answer the spoken questions the tutor has prepared and plan and write an email following the tutor's written instructions. Eight business expressions are given and students are asked to use them in a sentence. They will be asked to speak about how technology has created or changed their current job industry.
-The tutor will give feedback on this work.





 **innova**
idiomas

Centro Oficial de Idiomas:



consulta@innovaidiomas.com
www.innovaidiomas.com

