

# Inglés para profesionales: / RECURSOS HUMANOS



**/ 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 la sección avanzada del curso se proporciona al alumno una amplia práctica en áreas más complejas del inglés comercial, como las negociaciones, las presentaciones, el análisis de datos y la prensa comercial.

Los distintos campos léxicos se presentan mediante una práctica más libre en simulaciones, llamadas telefónicas y conversaciones generales; animando al alumno a recurrir a su experiencia personal para que la práctica sea significativa y contextual.

Se utilizan estructuras más complejas como el segundo condicional, los tiempos narrativos y las formas de futuro para realizar tareas como hacer presentaciones, tratar con clientes y expresar opiniones.

A lo largo del curso se hace hincapié en la independencia del alumno mediante la exposición al uso correcto de la lengua meta, prestando atención a las situaciones prácticas y al uso de modismos y phrasal verbs.

**Duración y lecciones del curso:**

**/ 10 lecciones**

**/ 30 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**

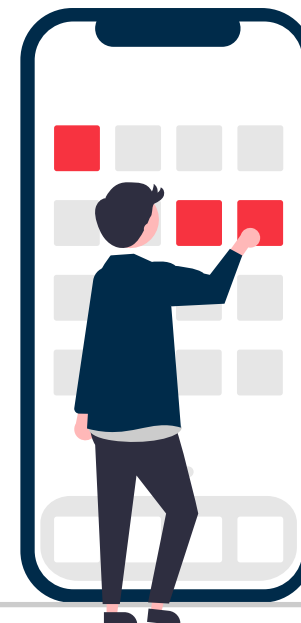


**Para todos los dispositivos**



**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.



# /Human Resources (Business)

## 1- Starting work - Where are the departments? (British version):

-In this lesson the student will learn about the location of different departments in a company building and hear brief descriptions about what each department does. In addition the student will learn vocabulary related to this area such as particular department names, prepositions of place and directions.

-You've got mail:

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 tutor will give feedback on this work.

## 2- Starting work - Where are the departments? (American version):

-In this lesson the student will become familiar with the American accent and vocabulary in a typical situation between the office manager and a new person starting work. The student will listen to understand the situation in a conversation between the manager and new staff member that ask and answer questions about the departments and describe the work people do.

-The student will dub and record the talent of choice in the movie to practice intonation, stress and pronunciation. In this way the student will be involved in a real life conversation that improves intonation and emphasis.

-In this way the student will consolidate the language in context and practice useful structures such as directions, this/these/that and those.

-At the end of the lesson the learner completes the test activities to see what was learned from the unit and to consolidate the learning at this level.

## 3- Company rules:

-In this class we practice explaining the company rules to a new colleague using the imperative.

-An introduction to some common verb/noun partnerships: arrive at work, wear a suit, eat a sandwich, talk to friends, drink a glass of water, work, call (telephone), write an email/report, read an email/report.

## 4- Responsibilities:

-Practice using: (Don't) Have to, can/can't (permission) to talk about the things we have to do at work.

-More verb/noun partnerships: meet a deadline, target, prepare for a business trip, wear protective clothing.

## 5- Performance appraisal:

-Performance appraisal Talk about the different parts of a performance appraisal, past achievements and future plans, intentions and ambitions as well as discuss our strengths and weaknesses.

-Role-play a short performance appraisal using notes.



# /Human Resources (Business)

## 6- Job interview:

- Talk about ways to find a job and the interview process.
- Common vocabulary: to apply for a job, fill in a form, work history, impressive, gaps in employment, to take a year out/gap year, to do voluntary work/work experience, qualifications.
- Role-play a short job interview.

## 7- Consultant The right person for the job:

- Evaluating personal qualities and choosing the best candidate from given information.
- Comparing and contrasting candidates and giving opinions and reasons for our choices.

## 8- Are you a lone wolf?:

- Discussing working styles and personality traits.
- Giving reasons and explanations for opinions.
- Adjectives to describe character: moody, open, a loner, selfish, sensitive, practical, gossip, practical joker, lone wolf.

## 9- Going on strike - It's an expensive business (British and American version)

- In this lesson the student will learn about the kinds of disputes that can arise at work and the ways of settling grievances and solving differences.
- The student will dub and record the talent of choice in the movie to practice intonation, stress and pronunciation. In this way the student will be involved in a real life situation that improves intonation, emphasis and understanding.
- This lesson presents and consolidates the language of organized trade disputes, grievances, terms of employment and proposals for solving these problems.
- At the end of the lesson the learner completes the tests to see what was learned from the unit with different activities.
- You've got mail:  
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 tutor will give feedback on this work.

## 10- Human resources:

- The language of the Human Resource department: redundancy package, golden handshake, to let someone go/lay people off, headhunting, disputes, settlements, hiring and firing, payroll, performance appraisals, liaise with.
- Describing functions and procedures within a HR department.





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