

## **Introduction**

**Intermediate Business Power** is an online course, consisting of 50 units of English, and providing approximately 60 hours of study for students.

## **Course aims**

To give students at Intermediate, CEFR B1 level practice in general and business-oriented language required for general business contexts at this level. The course blends grammatical structures necessary for this level, with vocabulary, reading, listening, writing and speaking.

## **Grammar**

By the end of the course, students will be able to:

- use articles correctly and accurately
- use adverbs to give information about time and duration.
- use conditional sentences to talk about possible actions in the future
- ask questions indirectly
- compare things using a variety of comparative and superlative forms
- identify transitive and intransitive verbs forms, and be accurate when following one verb form with another, which will be in the gerund or infinitive form
- use prepositions of place and movement correctly
- join words, clauses and sentences correctly using a variety of linking devices

## **Vocabulary**

By the end of the course students will have learnt approximately 400 lexical items, including nouns, verbs and adjectives, phrasal verbs, idiomatic language and lexical sets.

## Skills

By the end of the course students will have had exposure to and practice in reading and hearing formal and informal English from a variety of business contexts. including meetings, statistics and making small talk.

## Unit summary

Module	Unit focus	Notes
	Entry test	A 50-question test which will be used for comparative purposes with the end of course exit test.
Module 1	Grammar	Articles
	Vocabulary	Computer vocabulary
	Reading	An interview with a government minister
	Grammar	Adverbs connected with time
	Vocabulary	Confusing words
	Listening	Directions
	Vocabulary	Wordbuilding
	Vocabulary	Business collocations
	Functions	Chairing a meeting
	Vocabulary	Phrasal verbs
	Spelling	Spelling
	Revision	Material from module 1
Module 2	Grammar	Comparatives and superlatives
	Vocabulary	Electronic items
	Reading	The European Commission audit
	Grammar	First conditional
	Vocabulary	Formal and Informal English
	Listening	The internet
	Vocabulary	Wordbuilding
	Vocabulary	Business collocations
	Functions	Meetings: accepting and rejecting suggestions
	Vocabulary	Phrasal verbs
	Spelling	Spelling
	Revision	Material from module 2
Module 3	Grammar	Gerunds and infinitives

	<b>Vocabulary</b>	Jobs and professions
	<b>Reading</b>	The Regent hotel
	<b>Grammar</b>	Indirect questions
	<b>Vocabulary</b>	Confusing words
	<b>Listening</b>	University in Britain
	<b>Vocabulary</b>	Wordbuilding
	<b>Vocabulary</b>	Business collocations
	<b>Functions</b>	Meetings: interrupting
	<b>Vocabulary</b>	Phrasal verbs
	<b>Spelling</b>	Spelling
	<b>Revision</b>	Material from module 3
<b>Module 4</b>	<b>Grammar</b>	Linking words and phrases
	<b>Vocabulary</b>	Hiring and firing staff
	<b>Reading</b>	Who invented the Internet
	<b>Grammar</b>	Prepositions of place and movement
	<b>Vocabulary</b>	Confusing words
	<b>Listening</b>	Waiting at the airport
	<b>Vocabulary</b>	Wordbuilding
	<b>Vocabulary</b>	Business collocations
	<b>Functions</b>	Small talk
	<b>Vocabulary</b>	Phrasal verbs
	<b>Spelling</b>	Spelling
	<b>Revision</b>	Material from module 4
<b>Module 5</b>	<b>Grammar</b>	Word order
	<b>Vocabulary</b>	In the office
	<b>Reading</b>	Oxford
	<b>Grammar</b>	Comparatives and superlatives
	<b>Vocabulary</b>	People in business
	<b>Listening</b>	Working in London
	<b>Vocabulary</b>	Wordbuilding
	<b>Vocabulary</b>	Business collocations
	<b>Functions</b>	Talking about statistics
	<b>Vocabulary</b>	Phrasal verbs
	<b>Spelling</b>	Spelling
	<b>Revision</b>	Material from module 5
	<b>Exit test</b>	A 50-question test which covers the same areas as the entry test, thereby giving students an accurate measure of their progress through the course.

## **Follow-up**

Students completing the **Intermediate Business Power** course should feel confident in tackling any intermediate course, including our **Upper Intermediate Business Power** course.