Business English: First Lessons

English has rapidly become the language of International Business. It is increasingly necessary to have strong English language skills to remain competitive in the modern global economy. We are fortunate to partner with one of the best English language schools to offer outstanding courses in Business English.

Business English: First Lessons is a course provided in partnership between *University of La Verne, ELS Language Centers,* and *International Business School Americas*. Upon completion of the course students will receive a certificate from ELS Language Centers, one of the most well-respected languages schools in the United States.

The focus of all our courses is on *Business Communication*. We teach key expressions, terms, etiquette, cultural competence, alongside grammar and vocabulary. Classes are very dynamic. Students will work together in small groups, give presentations, listen to lectures, and work together on group projects. Additionally, Business English students will attend company visits along with our other students on Thursday afternoons. Learn more about ELS Language Center at University of La Verne here.

The following page has a sample academic schedule for our Pre-Intermediate students. Our Intermediate, Advanced-Intermediate, and Advanced courses follow a similar structure using different themes, materials, and subjects. Please note that exact times and topics are subject to change. We are constantly updating our courses to remain relevant and reflect the best possible teaching practices.

We look forward to working with you!









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Pre-Intermediate Schedule

Day 1	Day 2	Day 3	Day 4
9:00-10:15am **Introductions/Icebreaker** **Folder Review** **Unit 1: Activities, Playing the game (pg. 7-14)** **-Career Skills (p13):** Explaining your job, Listening 2, and Speaking (1 and 2) **-Dilemma & Decisions:** Task 1, 2, and Write it up (p14) 10:30-11:30am **Pronunciation Practice** **Unit 1 cont. :** **-Language Check:** Present simple and continuous & Practice 1 and 2 (p11) **-Vocabulary:** 1 and 2 (p10) 1:30pm – 2:45pm **Unit 1: Activities (cont.)** **-How to write emails:** Listening 1, Reading 3, and Writing (p12) 3:00pm – 4:00pm **Pronunciation Practice** **Unit 2: Data, No Privacy (pg. 15-22)** **-Culture at work:** p21 **-Career Skills:** Listening 5 and Speaking (p21)	9:00-10:15am **Unit 2 (cont.):** **-Dilemma & Decision:** Task 1-4 (p22) 10:30-11:30am **Pronunciation Practice** **Unit 2 (cont.):** **-Language Check:** Countable & Uncountable 1/2, Practice, and Speaking (p20) **-Vocabulary:** 1 and 2 (p18s) 1:30pm – 2:45pm **Unit 2 (cont.):** **-Managing Data:** Listening 1, and Speaking (P16) **-Numbers:** Listening 2, 3, 4, and Speaking (p19) 3:00pm – 4:00pm **Pronunciation Practice** **Unit 3: Etiquette (pg. 23-32)** **-Career Skills:** Listening 4 and Speaking (p29) **-Culture at work:** Being Direct (p29)	9:00-10:15am **Unit 3 (cont.):** **-Dilemma & Decision:** Task 1, 2, and Write it up (p30) 10:30-11:30am **Pronunciation Practice** **Unit 3 (cont.):** **-Language Check:** Practice 1, Listening 3, Practice 2, and Speaking (p28) 1:30pm – 2:45pm **Unit 3 (cont.):** **-Business Etiquette:** Listening 2 and Speaking (p27) **-Synonyms:** Vocabulary 2 3:00pm – 4:00pm **Pronunciation Practice** **Unit 3 (cont.):** **-Prefixes:** Vocabulary 3 **-Politeness at Work:** Listening 1	9:00-10:15am **Unit 4: Image, Creating a buzz (pg. 33-40)** **-Career Skills:** Listening 3 and Speaking (p39) **-Culture at Work:** Honest or diplomatic (p39) **-Promoting the Image:** Listening 2 and Speaking (p37) 10:30-11:30am **Pronunciation Practice** **Unit 4 (cont.):** **-Dilemma & Decision:** Task 1, 2, and Write it up (p40) **Afternoon Company Visit**
Day 5 9:00-10:15am **Unit 7: Location, Field of Dreams (pg. 59-66)** **-Dilemma & Decision:** Task 1 – 4 (p66) **-Career Skills:** Speaking (p65) 10:30-11:30am **Pronunciation Practice** **Unit 7 (cont.):** **-Language Check:** Future plans and intentions, Practice, and Speaking (p63 and 64) **-Culture at Work:** To plan or not to plan? (p65) 1:30pm – 2:45pm **Unit 7 (cont.):** **-A Good Location:** Preview and Vocabulary 1 (p60) **-Vocabulary 2 & 3:** Collocations and Multi-part verbs (p62) 3:00pm – 4:00pm **Pronunciation Practice** **Unit 7 (cont.):** **-An Office Abroad:** Speaking, Listening and	**Day 6** 9:00-10:15am **Unit 8: Job-Seeking (pg. 67-74)** **-Career Skills:** Listening 2 and Speaking (p73) **-Culture at Work:** Fixed procedures or flexibility (p73) 10:30-11:30am **Pronunciation Practice** **Unit 8 (cont.):** **-Dilemma & Decision:** Task 1, 2, and Write it up (p74) **-Starting a Career:** Preview (p68) 1:30pm – 2:45pm **Unit 8 (cont.):** **-Starting a Career (cont.):** Vocabulary 1, Speaking, and Listening 1 (p68) **-Vocabulary 2 & 3:** Activities & The Application Process (p70) 3:00pm – 4:00pm **Pronunciation Practice** **Unit 8 (cont.):**	**Day 7** 9:00-10:15am **Unit 9: Selling, Hard to Reach (pg. 75-84)** **-Career Skills:** Listening 3 and Speaking (p81) **-Culture at Work:** Showing reactions (p81) **Pronunciation Practice** 10:30-11:30am **Unit 9 (cont.):** **-Dilemma & Decision:** Task 1, 2, 3 and Write it up (p82) **-Promoting the Product:** Preview (p76) 1:30pm – 2:45pm **Unit 9 (cont.):** **-Promoting the Product (cont.):** Listening 1 (p76) **-Vocabulary 2:** Word Building (p78) **-A Product Launch:** Listening 2 and Speaking (p79) 3:00pm – 4:00pm **Pronunciation Practice** **Unit 9 (cont.):**	**Day 8** 9:00-10:15am **Unit 10: Price, Pushing Down Prices (pg. 85-92)** **-Career Skills:** Listening 2 and Speaking (p91) **-Culture at Work:** How much explanation? (p91) 10:30-11:30am **Unit 10 cont.:** **-Dilemma & Decision:** Task 1 (p92) **-Price Trends:** Preview and Speaking (p86) **-Vocabulary 2 & 3:** Synonyms and Verbs that take an object (p88) **-Language Check:** Present Perfect (p89) **Pronunciation Practice** **Afternoon Company Visit**

Vocabulary 4 (p63)	**-The Imperative:** Language Check, Practice, and Speaking (p72)	**-Modals of Obligation:** Language Check (p79), practice and speaking (p80)	
Day 9 9:00-10:15am **Unit 11: Insurance, Honesty is the best policy (pg. 93-100)** **-Career Skills:** Listening 2 and Speaking (p99) **-Culture at Work:** To Interrupt or not? (p99) **Pronunciation Practice** 10:30-11:30am **Unit 11 (cont.):** **-Dilemma & Decision:** Task 1, 2, and Write it up (p100) **-Insurance:** Preview, Reading 1, and Speaking (p94) 1:30pm – 2:45pm **Unit 11 (cont.):** **-Vocabulary 1:** Problems (p94) **-Vocabulary 2 & 3:** Insurance & Fraud (p95) **-Speaking:** Honesty Quiz (p97) 3:00pm – 4:00pm **Pronunciation Practice** **Unit 11 (cont.):** **-Language Check:** Passive & Practice (p98) **-Vocabulary 4:** (p97)	**Day 10** 9:00-10:15am **Unit 12: Service, A Complaint is a gift (p101)** **-Career Skills:** Listening 2 and Speaking (p107) **-Culture at Work:** Showing emotion (p107) **Pronunciation Practice** 10:30-11:30am **Unit 12 (cont.):** **-Dilemma & Decision:** Task 1, 2, and Write it up (p108) **-Complaining:** Preview (p102) 1:30pm – 2:45pm **Unit 12 (cont.):** **-Feedback on Service (cont.):** Vocabulary 1 (p102) **-Vocabulary:** 2, 3, and 4 (p104) 3:00pm – 4:00pm **Pronunciation Practice** **Unit 12 (cont.):** **-Conditional 1:** Language Check (p105) & Review on Conditional 1 (p109) **-Practice and Speaking:** p106	**Day 11** 9:00-10:15am **Unit 13: Productivity, Fighting back (pg. 111-118)** **-Career Skills:** Listening 3 and Speaking (p117) **-Culture at Work:** Managing Time (p117) **Pronunciation Practice** 10:30-11:30am **Unit 13 (cont.):** **-Dilemma & Decision:** Task 1, 2, and Write it up (p118) **-Increasing Productivity:** Preview (p112) 1:30pm – 2:45pm **Unit 13 (cont.):** **-Increasing Productivity (cont.):** Listening 1 and Speaking (p112) **-Vocabulary:** 1-3 (p114) **-Efficient stock control:** Vocabulary 4 ad Listening 2 (p115) 3:00pm – 4:00pm **Pronunciation Practice** **Unit 13 (cont.):** **-Language Check:** Adjectives and Adverbs 1-3 (p115) and Practice 1-3 (p116)	**Day 12** 9:00-10:15am **Unit 14: Creativity (pg. 119-126)** **-Career Skills:** Listening 2 and Speaking (p125) **-Dilemma & Decision:** Task and Write it up (p126) 10:30-11:30am **Unit 14 (cont.):** **Pronunciation Practice** **-Culture at Work:** Showing Disagreement (p125) **-Creative Solutions:** Preview (p120) **-Vocabulary:** 1, 2, and 3 (p122) ➢ Distribute Certificates