

Curso: Inglés empresarial

Familia Profesional: Idiomas

Modalidad: On-line (Teleformación)

Duración: 55 horas

Contenidos:

UD1. Grammar reference

- 1.1 Present perfect
- 1.2 Past perfect
- 1.3 Future: will
- 1.4 Modals: obligation and prohibition
- 1.5 Modals: advice
- 1.6 First conditional
- 1.7 Second conditional
- 1.8 Third conditional
- 1.9 Superlatives
- 1.10 Relative clauses
- 1.11 Passive voice
- 1.12 Reported speech

UD2. At work

- 2.1 Vocabulary for business relations
- 2.2 How to start a conversation. Opening a bank account
- 2.3 How to handle complaints and advices

UD3. Basic documents

- 3.1 Appointments
- 3.2 Telephoning
- 3.3 Reports
- 3.4 Curriculum Vitae & Cover Letters
- 3.5 Correspondence
- 3.6 Contracts

UD4. Management skills

- 4.1 Liderazgo
- 4.2 Cortesía

UD5. Giving an oral presentation