

B



BUSINESS

Equivalence

EOI 3TOEIC 405- 500

Objectives

To master business language and acquire a wide range of business-related vocabulary useful for dealing with professional situations (welcoming a client, making an appointment, advertising, negotiating, doing accounts...)

LEARNING PATHS

1 An appointment

Learning to answer the telephone and to set up an appointment.

2 Business calls

Learning how to give precise information to clients for booking a booth in an exhibition

3 The company stand

Speaking with a client. Speaking about figures, percentages and so forth.

4 Comparing products

Knowing how to convince someone, focusing on a product's good points.

5 Making a sale

Learning business-related vocabulary: meeting a client, agreeing on a contract, discussing prices.

6 Negotiating

Learning business-related vocabulary: discussing problems of stock availability.

7 Trouble with orders

Replying to customers and apologising for problems.

8 After-sales service

Knowing how to identify problems and back up your reasons

9 Handling an invoice

Knowing how to demand payment: contacting a client whose invoices have not been paid.

10 Paying a bill

Knowing how to be firm: finding a solution in order to get a bill paid.

11 Organising a stay

General day-to-day vocabulary used for sales and business trips.

12 Welcoming visitors

Asking practical questions: booking tickets, noting information and arrival times at the airport, organising an itinerary, etc.

GRAMMAR OBJECTIVES

- 145 The date
- 146 Addresses
- 147 The prepositions 'in' and 'at'
- 148 Either... or - Neither... nor
- 149 The indefinite possessive
- 150 Some other uses of the possessive
- 151 To be interested in
- 152 Expressions with 'to have'
- 153 Phrasal verb particles
- 154 Prepositions at the end of a clause
- 155 Simple present with 'when' / 'while'
- 156 Expressions with the simple present perfect
- 157 Sequence of tenses with 'if'
- 158 The past subjunctive
- 159 The past perfect subjunctive with 'if'
- 160 The simple conditional past with 'should'
- 161 Even though - Even if
- 162 I am told
- 163 So that + may / can
- 164 Verbs expressing a wish to act
- 165 Verbs introducing a second action
- 166 Infinitive clause
- 167 Verbs expressing stages of an action
- 168 Permission with 'to let'
- 170 Means with 'by' + gerund
- 171 To remember - To remind
- 172 The more... the more
- 173 A use of the comparative
- 174 'Will' and 'shall'
- 175 To be likely
- 176 Should - Ought to
- 177 Suggestions with 'should'
- 178 Near certainty in the past
- 179 Expression of preference
- 180 Different meanings of 'rather'
- 181 Different meanings of 'quite'
- 182 Till - Until
- 183 Different meanings of 'since'
- 184 Singular nouns in '-s'
- 185 Uncount nouns which may take 'a'
- 186 Within - Within... of
- 187 Dependent clauses with 'that'
- 188 When 'that' may be left out
- 189 Last - Later - Latter
- 190 Invariable cardinal numbers
- 191 Expressing percentages
- 192 Currencies