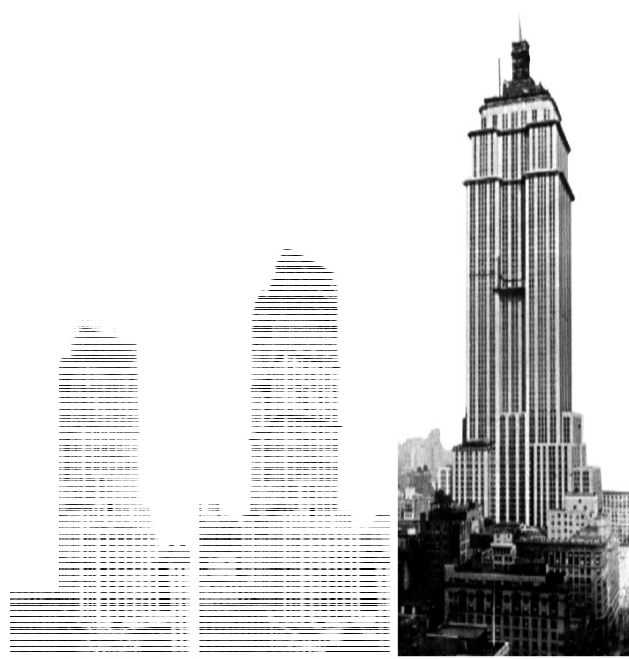


B++



BUSINESS PLUS PLUS

Equivalence

EOI 4
TOEIC 605 -700
Cambridge Advanced Certificate

Objectives

To perfect one's linguistic skills and communicate fluently and precisely in a professional milieu (organising a conference, negotiating a contract, using computer software...)

LEARNING PATHS

1 Conference plans

Knowing how to organise a seminar and to anticipate future requirements: multitasking and organising.

2 At the conference

Organising a seminar and a conference: negotiating with various people.

3 A police inspection

Explaining your actions to a police officer and answering the officer's questions.

4 A breakdown

Knowing how to get by in difficult situations..

5 Dispatch problems

Knowing how to manage overseas shipments and anticipating possible problems with customs.

6 Terms of delivery

Knowing how to react quickly when faced with an urgent delivery problem.

7 At the cyber-café

Introducing new users to the Internet, helping them to do research on the Net. Making purchases and keeping in touch via the Net.

8 Computer problems

Analysing a problem and learning Internet-related vocabulary.

9 Contract talks

Learning legal vocabulary needed to write an exclusive contract.

10 Negotiating

Learning legal and financial vocabulary. Reviewing and agreeing to an exclusive contract. Signing a contract in a lawyer's presence.

11 Financial trading

Learning economic and financial vocabulary.

12 Financial analysis

Learning vocabulary related to the stock market.

GRAMMAR OBJECTIVES

- 17 At last - At least
- 25 Can: perception and knowledge
- 38 Piece of
- 45 Use of 'both'
- 47 The same... as
- 50 The simple present and the present continuous
- 63 Can - Could - Be able to
- 65 'Should' and 'ought to': advice
- 67 Direct and indirect questions
- 69 Question tags
- 72 Little - A little - Much
- 74 Different meanings of 'all'
- 77 There is - There are
- 81 Use of the past participle as an adjective
- 87 Irregular superlatives
- 88 Also - As well - Too
- 99 Definite article with geographical names
- 104 Compound adjectives
- 105 Irregular verbs
- 107 Verbs without a continuous form
- 111 Past perfect
- 113 For - Since - Ago
- 120 Verbs + infinitive clauses
- 121 Anaphoric 'to'
- 123 Everybody - Somebody - Nobody
- 129 Still - Yet
- 134 Conditional perfect
- 138 Absence of necessity s
- 139 Emphatic 'do'
- 141 Next - The next
- 145 The date 149 The indefinite possessive
- 152 Expressions with 'to have'
- 157 Sequence of tenses with 'if'
- 160 The simple conditional perfect with 'should'
- 163 So that + may / can
- 165 Verbs introducing a second action
- 169 Verbs expressing impressions and feelings
- 170 Means with 'by' + gerund
- 172 The more... the more
- 176 Should - Ought to
- 180 Different meanings of 'rather'
- 181 Different meanings of 'quite'
- 188 When 'that' may be left out
- 190 Invariable cardinal numbers
- 191 Expressing percentages
- 192 Currencies