

## Reflex'English Business 1

UNIT A – Company organisation			
Lesson 1	Grammar and functions	Vocabulary	Skills and sounds
<b>Talking about company structure</b>	Present simple	Company structure	<p><b>Reading:</b> reading for main ideas; reading for specific information</p> <p><b>Listening:</b> listening for main ideas; listening for specific information</p> <p><b>Sounds:</b> dates, times and telephone numbers</p>
Lesson 2	Grammar and functions	Vocabulary	Skills and sounds
<b>Finding your way around the office</b>	Giving advice Making deduction Modal auxiliary verbs	Office equipment	<p><b>Reading:</b> reading for main ideas</p> <p><b>Listening:</b> listening for specific information</p> <p><b>Writing:</b> giving directions in a building</p> <p><b>Speaking:</b> talking about office regulations</p> <p><b>Sounds:</b> sentence stress</p>
UNIT A – Company organisation			
Lesson 3	Grammar and functions	Vocabulary	Skills and sounds
<b>Describing procedures</b>	Giving, refusing and accepting advice Giving reasons Expressing purpose Gerunds and infinitives	Words connected with office procedures Special marking on letters Private enterprise	<p><b>Reading:</b> reading for main ideas; understanding text organisation</p> <p><b>Listening:</b> listening for specific information</p> <p><b>Speaking:</b> discussing the procedure for purchasing components</p> <p><b>Writing :</b> writing a telephone enquiry; writing a memo</p>

## UNIT A – Company organisation

Video A	Grammar and functions	Vocabulary	Skills and sounds
<b>Smart structures</b>	Giving, refusing and accepting advice Giving reasons	Intelligent building	<b>Speaking:</b> talking about fire instructions  <b>Reading:</b> reading for main ideas  <b>Listening:</b> listening for main ideas; listening for specific information  <b>Writing:</b> describing an intelligent building

## UNIT B – Job descriptions

Lesson 4	Grammar and functions	Vocabulary	Skills and sounds
<b>Talking about jobs</b>	Present perfect	Jobs and companies Professional skills and personal qualities Dealing with difficult vocabulary	<b>Listening:</b> listening for main ideas  <b>Speaking:</b> talking about jobs
<b>Lesson 5</b> <b>Writing a job description</b>	Conditionals Present Continuous	Words connected with a job description	<b>Skills and sounds</b> <b>Reading:</b> reading for main ideas  <b>Writing:</b> writing about an ideal job

## UNIT B – Job descriptions

Lesson 6	Grammar and functions	Vocabulary	Skills and sounds
<b>Dealing with job applications</b>	Present Perfect Continuous Describing necessary skills and abilities, and personal qualities Asking for people's opinions; agreeing with people's opinions; giving opinions; disagreeing with people's opinions Writing a letter of application for a job	Words connected with job applications	<b>Listening:</b> listening for main ideas; listening for specific information  <b>Reading:</b> reading for main ideas;  <b>Speaking:</b> choosing a candidate for a job  <b>Writing:</b> writing a job application

**UNIT B – Job descriptions**

Lesson 7	Grammar and functions	Vocabulary	Skills and sounds
<b>Assessing job candidates and employees</b>	Praising and reprimanding	Skills and job performance Staffing methods	<b>Listening:</b> listening for specific information  <b>Reading:</b> reading for main ideas

**UNIT B – Job descriptions**

Video B	Grammar and functions	Vocabulary	Skills and sounds
<b>Pioneers</b>	Present continuous Present perfect continuous Describing necessary skills and abilities, and personal qualities	Words used to talk about pioneers	<b>Reading:</b> reading for main ideas; reading for specific information  <b>Listening:</b> listening for main ideas; listening for specific information  <b>Writing:</b> describing a pioneer

**UNIT B – Job descriptions**

Test A & B	Grammar and functions	Vocabulary	Skills and sounds
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