

## Business English Course – Lesson List

### **Lesson 1: Essential Job Vocabulary**

Let's begin by answering the question, "Where do you work?" This seems like a simple question, but there are many ways to answer it. You'll also learn key vocabulary words regarding jobs and employment.

### **Lesson 2: English for Interviews**

Today you're going to learn the most common questions asked in job interviews – and some tips for answering them in English. First, let's learn some vocabulary for finding a job.

### **Lesson 3: Around the Office**

In this lesson, you'll learn vocabulary for people and things in the office. You'll also learn some phrases for interacting with colleagues.

### **Lesson 4: Telephone English (Part 1)**

Many students, even at the advanced level, HATE talking on the phone in English. This lesson will teach you phrases that you can use with confidence in any phone call.

### **Lesson 5: Telephone English (Part 2)**

What if you call somebody and they're not available? You'll have to leave a voicemail message on their answering machine or cell phone – so today you're going to learn 5 simple steps to leaving a great voicemail in English.

### **Lesson 6: Presentations in English**

Have you ever given a presentation in English? If you have, you know it can be quite difficult to think of the right words with the pressure of everyone watching! Don't worry, because in this lesson you'll learn a number of English phrases that will help your presentations sound polished and professional.

## **Lesson 7: Describing Numbers & Trends**

Numbers were one of the first things you probably learned in English class – but many students have difficulty saying very big and very small numbers in English. In this lesson, you'll practice saying complicated numbers and learn how to talk about trends.

## **Lesson 8: Letters and E-mails – Part 1**

In this lesson, you'll learn a simple 3-part structure to use in any business letter or e-mail. Before we begin, I want to remind you of two important characteristics of business communication.

## **Lesson 9: Letters and E-mails – Part 2**

When writing a business letter or e-mail, it's important to have correct punctuation and capitalization because this helps your writing look professional. In this lesson, we're going to review the rules for capitalization and punctuation marks in English.

## **Lesson 10: Business Idioms 1**

Slang is almost never used in business English, but idioms are often used in conversations and e-mails – so I'm going to introduce you to some common idiomatic expressions.

## **Progress Test 1**

Are you ready to see how much you've learned in the Business English Course so far? Check your progress with this 50-question test!

## **Lesson 12: English for Meetings**

Today you're going to learn almost 100 practical English phrases to use in meetings. Many of them – such as the phrases for expressing opinions, agreeing, and disagreeing – can also be used in other situations outside of work.

## **Lesson 13: Money & Finance**

This lesson is divided into five parts – banking, loans, investments, taxes, and accounting. The first four parts contain vocabulary that is useful for everyone, even if you don't work in the financial sector – and the last part will have some terms that are specific to accounting.

## **Lesson 14: Computers & IT**

Learn vocabulary related to computers, programs, and technical problems.

## **Lesson 15: Advertising, Sales, & Customer Service**

Every day, we see hundreds of advertisements (called ads for short). We see commercials on TV. We see billboards next to the road. We see posters on walls. And we receive brochures and pamphlets on the street.

## **Lesson 16: Negotiations & Contracts**

Negotiation is the ability to communicate with different people (who have different interests) with the goal of finding a win-win situation: a solution that benefits everyone. Having good negotiation skills is important for resolving conflicts and reconciling differences of interest in business, politics, and everyday life.

## **Lesson 17: Project Development & Time Management**

Today we'll be talking about project development and time management. This vocabulary is important because all jobs require efficient use of time and resources.

## **Lesson 18: Discourse Markers – Part 1**

Discourse markers are words or short phrases that help connect ideas. They are often difficult to define or translate; instead, they show relationships between ideas or express the speaker's attitude.

## **Lesson 19: Discourse Markers – Part 2**

Today we're going to go into much more detail on how to use discourse markers in sentences – since many students know the words, but make mistakes with the word order or sentence formation.

## **Lesson 20: Business Idioms 2**

Today's lesson will teach you 12 more idioms related to business. Let me remind you of the steps for our idioms lessons...

## **Lesson 21: Progress Test 2**

You're now 2/3 of the way through the Business English Course! Review the vocabulary from Lessons 12-20 with this progress test. You can take it online or download the PDF.

## **Lesson 22: Medical & Dental English**

Today's lesson is an overview of vocabulary used in medicine and dentistry. Even if you don't work in these areas, you'll learn many useful words for talking about health problems and treatments in English.

## **Lesson 23: Legal English**

There are two main areas of law – criminal law and civil law. Criminal law deals with crime and punishment, whereas civil law involves settling disputes (resolving conflicts) between individuals and/or organizations.

## **Lesson 24: Science & Engineering**

Let's begin by talking about the scientific method – the process that scientists use for exploring the natural world and making new discoveries.

## **Lesson 25: Art, Fashion, & Graphic Design**

Which is your favorite medium (type) of art? There's drawing, which is done with pencil, pen, or charcoal on paper: Painting involves applying paint to a canvas with a brush.

## Lesson 26: Environmental and Conservation Issues

In this lesson, we're going to look at three major environmental issues – pollution, endangered species and deforestation, and energy consumption.

## Lesson 27: Food, Drink, & Restaurants

Let's imagine you're on a business trip to an English-speaking country, and you're invited to breakfast, lunch, or dinner with your colleagues. This lesson will teach you essential phrases for ordering at a restaurant, cafe, or bar in English.

## Lesson 28: Non-Profit Organizations

There are many different types of non-profit organizations, but in this lesson we're going to focus on charitable organizations (usually called charities), which focus on helping people, animals, and the environment.

## Lesson 29: Business Idioms 3

Welcome to our final Business Idioms lesson! As a reminder, you'll need to interact with the idioms by guessing their meanings from the context. Choose the option that you think is the best definition for the idiom, and then wait for the answer to find out if you were correct.

## Lesson 30: Progress Test 3

Ready for the final test on Lessons 22-29? Take the test below or download the PDF.

**Start the course today!**



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