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**SYLABUS - přípravný kurz k BEC VANTAGE**

učebnice: **Business Benchmark Upper-Intermediate** (CUP) + autentické testy Cambridge BEC Vantage z předešlých let

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| **Lekce/výukový blok** | **Obsah výuky** |
| 1 (3x45min) | Introduction to the course, What is business English? What is BEC Vantage exam? Speaking practice (job description and presentations), Use of English practice (cloze, multiple choice), Listening practice (phone conversations), Coursebook Unit 1 – Staff development and training, discussion:job benefits, countable and uncountable nouns |
| 2 (3x45min) | New words in English, Exam practice – error correction, reading homework check, listening practice; discussion: who should pay for training?, vocabulary:work, job, training |
| 3 (3x45min) | Exam speaking practice, Coursebook Unit 2 – Job description and job satisfaction, listening: A human resources manager, discussion: activities you would enjoy in a job, first impressions and enthusiasm, vocabulary: job responsibilities, language work:asking questions, BBC podcast listening: English at Work, 6 Minute English |
| 4 (3x45min) | Exam listening practice, Exam reading practice, listening: What I like about my job? Writing: staff training report, discussion: what I enjoy about my job, vocabulary: staff, employee, member of staff, language work: expressing likes, introducing reasons, BBC podcast listening: entertaining clients, business vocabulary |
| 5 (3x45min) | Exam writing assessment (e-mail, formal letter), Coursebook Unit 3 – Getting the right job, reading: Job satisfaction, listening: advice on job applications, discussion: things which make somewhere a great place to work, vocabulary: adjective forms |
| 6 (3x45min) | Common errors in formal writing, listening: what is important when doing a job interview? Writing: a short email and an email of a job application, discussion: what is important when doing a job interview? BBC podcast listening: safety at work, problems with technology, |
| 7 (3x45min) | Exam speaking practice – individual long-turn (discourse managment, organizing the presentation), Coursebook Unit 4 – Making contact, reading: a telephone quiz, discussion: phoning a hotel, short talk: what is important when making a business telephone call?, language work: talking about large and small differences |
| 8 (3x45min) | Exam listening and reading practice, phone-answering tips, listening: enquiring about a job, role-play: enquiring about a job, discussion: deciding who should go on a course, BBC podcast listening: making a presentation |
| 9 (3x45min) | Exam practice – multiple-choice, error correction, Grammar workshop 1 (Units 1-4) Countable and uncountable nouns, Past perfect and past simple |
| 10 (3x45min) | Exam practice – a report or a proposal? (useful phrases with suggest, recommend, advice…), Coursebook Unit 5 – Breaking into the market, reading: promotion, listening: supermarkets' own brands or private labels, discussion:advantages and disadvantages of different promotional methods, role-play: launching a product, language work: infinitive or verb + ing |
| 11 (3x45min) | Exam speaking practice – collaborative task, useful phrases for interactive communication, reading: Going viral in China, short-talk: a clothing brand, vocabulary: launch, ploys, etc. |
| 12 (3x45min) | BEC Vantage Listening test 1 + feedback and assessment, Exam speaking practice, Coursebook Unit 6 – Launching a product, reading: The Drink Me Chai success story, listening: developing and launching innovative products, writing: a marketing report, discussion: new products |
| 13 (3x45min) | BEC Vantage Reading test 1 + feedback and assessment, listening: launching and promoting a new product, writing: feedback and common errors in report assignment, role-play: and interior design company, language work: prepositions in phrases describing trends (drop, fall, dip, decrease, increase, surge, peak) |
| 14 (3x45min) | Exam speaking practice, pronunciation work, Coursebook Unit 7 – A stand at a trade fair, reading: preparing an exhibition stand, listening: phoning an agency, writing: a memo to staff, discussion: how companies can promote products at trade fairs, vocabulary: find out, learn, know, teach, an article from The Independent – Exploiting workers at Amazon warehouses |
| 15 (3x45min) | An article from The Economist – Unemployment Long Time Gone – discussion, clarifying relevant vocabulary, discussion: choosing a design, language work: formal requests |
| 16 (3x45min) | Coursebook Unit 8 – Being persuasive, reading: the art of agreeing, listening: what makes people persuasive, people negotiating a sale at a fair trade, discussion:what makes people persuasive, role-play:breaking the ice, exchanging information about a product, language work: first and second conditional |
| 17 (3x45min) | Writing: an email correcting information, an email confirming terms, short talk: what is important when negotiating?, role-play:negotiating a deal, Grammar workshop 2 – infinitives and verb + -ing, prepositions describing trends (the language of graphs), formal requests, first and second conditional |
| 18 (3x45min) | An article from the Economist – Chinese Consumers Doing it their Way – vocabulary work, discussion, describing charts, Coursebook Unit 9 – Starting a business, reading: an international franchise, listening: Why start your own business? Writing: a letter of inquiry, role-play:buying into a franchise |
| 19 (3x45min) | Exam speaking practice (collaborative task, what is important when…?), vocabulary:concept, gross revenue, etc., language work:prepositions in time phrases, BBC podcast listening: financial markets |
| 20 (3x45min) | Coursebook Unit 10 – Financing a start-up, reading:raising finance, listening:setting up a food consultancy, role-play:advice about starting a business, vocabulary: raising finance, noun phrases connected with starting companies, an article from The Financial Times – A Market Report? |
| 21 (3x45min) | BEC Vantage Listening test 2 – feedback, assessment, tips, listening: Carter Bearings, short talk:what is important when looking for finance?, vocabulary: assets, collateral, etc. |
| 22 (3x45min) | BEC Vantage Reading test 2 – feedback, assessment, tips, Coursebook Unit 11 – Expanding into Europe, reading: a proposal, listening: a new location in Europe, writing: a proposal, discussion:what factors are important when choosing a location? |
| 23 (3x45min) | Exam speaking practice – analysis and practice, discussion:choosing the best location, vocabulary: place, space, room, opportunity, possibility, option, language work: making recommendations |
| 24 (3x45min) | Coursebook Unit 12 – Presenting your business idea, reading:making the most of presentations, listening:signalling the parts of a presentation, discussion:which things are important when giving a presentation?, structuring a presentation, giving a short presentation |
| 25 (3x45min) | Language work:phrases signalling parts of a presentation, can and could, Grammar workshop 3 – prepositions in time clauses, linking ideas, can and could |
| 26 (3x45min) | Exam listening practice – revisiting listening strategies, Coursebook Unit 13 – arranging business travel, reading:How business travel is changing, listening:a sales manager talking about business travel, writing:arranging to travel, an email agreeing to a request and making suggestions, discussion:vhy business people need to travel, short talks:what is important when deciding when to travel on business?, vocabulary:travel, journey, trip |
| 27 (3x45min) | Exam speaking practice – assessment criteria revisited, listening:conference problems, discussion: social media, planning a business trip, language work: modal verbs – perfect forms, BBC podcast listening – arranging a meeting, booking a flight |
| 28 (3x45min) | Exam reading practice – advice and recommendations, Coursebook Unit 14 – business conferences, reading:making the most of business conference, listening:arranging conference facilities, networking at a conference, writing: an email giving instructions, discussion:why business people go to conferences, selecting staff to go to a conference, role-play:networking at a conference |
| 29 (3x45min) | BEC Vantage Reading test 3 – analysis, assessment, feedback, Coursebook Unit 15 – business meetings, listening: talking about meetings, looking for solutions, discussion:how meetings should be conducted, summarising results of a survey, vocabulary:collocations describing reasons for meetings, frequent words- crucial, priceless, etc. |
| 30 (3x45min) | BEC Vantage Listening test 3 – analysis, assessment, feedback, Coursebook Unit 16 – spending the sales budget, writing:a report on the use of private company jets, discussion:aspects of sales, language work:making recommendations, using the passive to express opinions and ideas |
| 31 (3x45min) | Metodický seminář k využití ICT techniky ve výuce jazyků |
| 32 (4x45min) | BEC Vantage Writing and Speaking test – practice, analysis, assessment, feedback, Grammar workshop 4 – modal verbs:perfect forms, referencing, passives  BEC Vantage Reading test 4 –practice, analysis, assessment, feedback, Coursebook Unit 17 – social media and business, reading – some ways of using social media, listening:social media and customers, discussion:how social media can help people in their jobs, vocabulary:verb-noun collocations, language work: when to use 'the' |
| 33 (4x45min) | BEC Vantage Listening test 4 – practice, analysis, assessment, feedback, Coursebook Unit 18 – business and the environment, reading:the green office, listening:an environmental consultant, discussion:how to make offices more environmentally friendly, short talk:what is important when making a workplace environmentally friendly?, useful vocabulary:issues,impact,etc., language work:expressing causes |
| 34 (4x45min) | BEC Vantage Speaking test – done with each pair as a warm-up for the actual exam, followed with a detailed feedback on students'performance, review of the exam, summing up the course, recapping the coursebook essentials |
| **CELKEM 105 hodin** |  |