





Access to Professional English 1







Calendario corso Fondimpresa – Inglese business livello A2/B1

UNIT 1 IT	'S A BUSYLIFE	
	19 Marzo 2018 – ore 15,00 – 17,0	00
Object pronouns	Describing and asking about work	What people do at work
What do you do? Contrasting the present tenses	activities	
too much / not enough	Describing frequency Making suggestions/	
how often?	recommendations	
every	Making a short presentation	
A few times/a couple of times		
(amount) a (day, week) work/office vocabulary		

UNIT 2 AIRPORTS

22 Marzo 2018 - ore 15,00 - 17,00

if (zero conditional)	Dealing with airport situations	At an airport
through	(customs and immigration, flight	
to open/close, open/closed	schedules, airport services)	
Past simple tense (to be and regular	Discussing travel habits	
verbs)		
Air travel vocabulary (fly, land, take		
off)		

UNIT 3 WHAT HAPPENED?

26 Marzo 2018 - ore 15,00 - 17,00

Past simple tense (did/didn't, had)	Describing actions in an office	Business action
Regular past simple questions (did	Describing actions in a factory	
you ?)	Describing reasons for business	
Work/basic industrial vocabulary	travel	

UNIT 4 DESTINATION – BUSINESS

29 Marzo 2018 - ore 15,00 - 17,00

Imperative	Describing business facilities	A business trip to London
why/because	Using public transportation	
How?	Making travel arrangements	
get on/off		
until/towards/after/at		
Travel reservation and ticket		
vocabulary		







UNIT 5 INTE	RACTIONS	
	05 Aprile 2018 - ore 15,00 - 17,00	
Personal status / family vocabulary	Checking in and out at a hotel	A convention at a hotel
(married, single, children)	Understanding hotel facilities	
have got	Informal conversation with	
Past simple tense (irregular verbs	colleagues	
- ate, drank, made, wrote, saw,	Asking/answering about family and	
thought)	background	
Hotel vocabulary	Taking a taxi	

UNIT 6 ECOI	NOMIC FACTS	
09 Aprile 2018 – ore 15,00 – 17,00		
much / many / a lot / a little / a few Relative pronouns (who, which, where) Basic industry-sector vocabulary (consumer, trade, tourism)	Describing an economy Describing relative quantities Referring to statistics and approximate figures	Macro-economic analysis

UNIT 7 FIND	ING YOUR WAY		
	12 Aprile 2018 – ore 15,00 – 17,00		
straight on/ahead, along, over, turn right/left, on the right/left, in front of, next to, opposite / across from, behind, between Building vocabulary (floor, elevator, stairs) Street vocabulary (corner, intersection)	Describing locations in town Asking for and giving directions in town Asking for and giving directions in a building	Finding your way	

UNIT 8 FLUC	CTUATIONS	
	16 Aprile 2018 - ore 15,00 - 17,0	0
too/ (not) enough well/badly when (if) Basic financial vocabulary (stock, lend, investment) Graph vocabulary (increase, go up)	Discussing investment performance Describing current trends Describing business theories	The financial markets

UNIT 9 GLO	BALIZATION	
	19 Aprile 2018 – ore 15,00 – 17,0	0
Comparatives (er, than, more/less, better/worse) Superlatives (est, the most/least, the best/worst) different / the same Basic global-market vocabulary	Describing reasons for change Describing a business model Using economic indicators	Globalization







UNIT 10 SPECIFICATIONS AND CHARACTERISTICS

03 Maggio 2018 - ore 15,00 - 17,00

(not) as as	Describing a product range	Technical specifications
the same as	Giving a technical specification	
withouting	Discussing job and staff profiles	
how long/wide/high?, length/width/		
height, area/volume, weigh/weight		
Vocabulary for specifications		

UNIT 11 INFO	RMATION TECHNOLOGY	
07 Maggio 2018 – ore 15,00 – 17,00		
gerund as object some/any/no something/anything/nothing	Describing job responsibilities Checking on customer needs Presenting a product Dealing with problems	Information technology

UNIT 12 APP	POINTMENTS AND PLANS	
	10 Maggio 2018 - ore 15,00 - 17,	00
Is convenient? I'm afraid that suits me. Present continuous with future meaning - going to, (I'm looking forward to)ing want/would like me/you to Vocabulary for planning	Arranging an appointment Presenting a business plan Questioning plans Making arrangements for a meeting	Appointments and plans

UNIT 13 BU	JSINESS PLANNING	
14 Maggio 2018 – ore 15,00 – 17,00		
Phrasal verbs	Describing a career history	Business planning
able to	Describing a company history	
Vocabulary for business plans		

UNIT 14 TF	RAVELING FOR BUSINESS		
17 Maggio 2018 – ore 15,00 – 17,00			
shall I? Vocabulary for business travel	Describing a business trip Complaining (in a hotel) Describing problems (by email)	Business trips and dealing with problems	







UNIT 15 FORE	ECASTING		
21 Maggio 2018 – ore 15,00 – 17,00			
will/won't'll have to maybe Vocabulary for forecasts, speculations and spontaneous decisions	Opening a presentation, Giving a professional opinion Questioning proposals Requesting information in writing Giving written confirmation	Forecasting (in the oil-exploration business)	

UNIT 16	LANGUAGE FOR BUSINESS

24 Maggio 2018 - ore 15,00 - 17,00

He can / is able to so that I need/use for –ing. I need/use to I have/need to	consolidation of can, able to, without, purpose clauses (for –ing, to, so that), consolidation of have to / don't have to, need to / don't need to, revision and extension of	describing language functions and skills, explaining reasons behind requirements and objectives
	languages (Spanish, Chinese,	
	etc.)	

UNIT 17 A TEAM ADVENTURE

28 Maggio 2018 - ore 15,00 - 17,00

I was born / grew up / studied / graduated / started work / met / got married I want to / would like to before/after –ing	consolidation of past simple (personal biographical details), before/after –ing, like/enjoy –ing, question tags (present tenses)	giving and asking about personal biographical details, describing objectives (for a training course), confirming details in an interview
like/enjoy –ing You, don't you? He's, isn't he?		Notes An ice-breaker context. Students introduce themselves and discuss their objectives for the language course.

UNIT 18 A SALES MEETING

31 Maggio 2018 – ore 15,00 – 17,00

will definitely/maybe/probably/	of futures (arrangements,	plans, presenting a forecast,
perhaps	plans, predictions/forecasts,	describing probable future
If is, will	spontaneous decisions), first	scenarios
Shall I ?	conditional, revision of shall/let's,	
Let's	revision of basic graph language	







UNIT 19

ACHIEVEMENT TEST

04 Giugno 2018 - ore 15,00 - 17,00

l've

Have you ever ... ?

Yes, I have

No, I've never \dots .

What's the –est... you've ever ... ?

How many times have you ...?

present perfect (indefinite time), been (as to go), ever/never (present perfect), how many times (present perfect), companystructure vocabulary (holding company, subsidiary, etc.) describing career achievements and experiences, describing organization of a group of companies, describing a management/departmental structure

UNIT 20

TELEPHONING

07 Giugno 2018 – ore 15,00 – 17,00

Could I ?	revision of greetings, specific	telephoning via a switchboard,
May I ?	telephone expressions,	giving and taking messages on
Can I ?	telecommunications vocabulary	the telephone, understanding
Who's calling, please?		telephone terminology
It's		
speaking.		
Just a moment. I'll put you through.		
I'm afraid isn't here.		
Would you like to hold?		
l that		

