

Introduction

Elementary Business Power is an online course, consisting of 50 units of English, and providing approximately 60 hours of study for students.

Course aims

To give students at Elementary, CEFR A1-A2 level practice in general and business-oriented language required for general business contexts at this level. The course blends grammatical structures necessary for this level, with vocabulary, reading, listening, writing and speaking.

Grammar

By the end of the course, students will be able to:

- use present simple and present continuous verbs forms;
- form sentences using the simple past with regular and irregular verbs;
- identify things using there is/there are and have got;
- create yes/no and information questions;
- give information on time and place using prepositions;
- use the modal verb, can;
- use adverbs of frequency.

Vocabulary

By the end of the course students will have learnt approximately 400 lexical items, including nouns, verbs and adjectives, phrasal verbs, idiomatic language and lexical sets.

Skills

By the end of the course students will have had exposure to and practice in reading and hearing formal and informal English from a variety of business contexts. including talking about jobs, meetings, entertaining and making small talk.

Course summary

Module	Unit focus	Notes
	Entry test	A 50-question test which will be used for comparative purposes with the end of course exit test
Module 1	Grammar	To be - simple present affirmative
	Vocabulary	Countries Nationalities and Languages
	Reading	Who is Jack Masters?
	Grammar	To be - simple present negative
	Vocabulary	Wordbuilding 01
	Listening	Introductions
	Grammar	To be - simple present questions
	Vocabulary	Days, Months, Seasons and Parts of the Day
	Functions	Introducing yourself
	Grammar	Asking for information
	Revision	Material from module 1
Module 2	Grammar	Present Continuous

	Vocabulary	Jobs
	Reading	A day in the life of...
	Grammar	Present Simple and Present Continuous
	Vocabulary	Adjective opposites
	Listening	Small talk
	Grammar	Have got
	Vocabulary	Wordbuilding 02
	Functions	Making small talk
	Grammar	Possessive adjectives
	Grammar	Phrasal verbs 1
	Revision	Material from module 2
Module 3	Grammar	Prepositions of time
	Vocabulary	Important verbs
	Reading	Four business memos
	Grammar	Adverbs of frequency
	Vocabulary	Numbers
	Listening	An induction
	Grammar	Demonstratives
	Vocabulary	Wordbuilding 03
	Functions	Describing your business or job
	Spelling	Spelling
	Revision	Material from module 3
Module 4	Grammar	Simple Past - Regular verbs
	Vocabulary	Telling the time
	Reading	Oil crisis
	Grammar	Irregular verbs
	Vocabulary	Transport
	Listening	Business meeting introduction
	Grammar	Articles
	Vocabulary	Wordbuilding 04
	Functions	Meetings: asking for clarification
	Vocabulary	Phrasal verbs 2
	Revision	Material from module 4
Module 5	Grammar	There is/There are
	Vocabulary	Adjectives of character
	Reading	Staff meeting minutes

	Vocabulary	Wordbuilding 05
	Functions	Entertaining
	Grammar	Can for Ability
	Vocabulary	Jobs 2
	Listening	The missed meeting
	Spelling	Spelling
	Revision	Material from module 5
	Exit test	A 50-question test which covers the same areas as the entry test, thereby giving students an accurate measure of their progress through the course.

Follow-up

Students completing the Elementary Business Power course should feel confident in tackling any intermediate course, including our Pre-Intermediate Business Power course.