

## Introduction

**Intermediate 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 Intermediate, CEFR B1 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 articles correctly and accurately;
- use adverbs to give information about time and duration;
- use conditional sentences to talk about possible actions in the future;
- ask questions indirectly;
- compare things using a variety of comparative and superlative forms;
- identify transitive and intransitive verbs forms, and be accurate when following one verb form with another, which will be in the gerund or infinitive form;
- use prepositions of place and movement correctly;
- join words, clauses and sentences correctly using a variety of linking devices.

## 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 meetings, statistics 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    | Articles   |
|          | Vocabulary | Computer vocabulary  |
|          | Reading    | An interview with a government minister  |
|          | Grammar    | Adverbs connected with time  |
|          | Vocabulary | Confusing words  |
|          | Listening  | Directions   |
|          | Vocabulary | Wordbuilding   |
|          | Vocabulary | Business collocations  |
|          | Functions  | Chairing a meeting   |
|          | Vocabulary | Phrasal verbs  |
|          | Spelling   | Spelling   |

|          |            |   |
|----------|------------|---|
|          | Revision   | Material from module 1                        |
|          |            |   |
| Module 2 | Grammar    | Comparatives and superlatives                 |
|          | Vocabulary | Electronic items                              |
|          | Reading    | The European Commission audit                 |
|          | Grammar    | First conditional                             |
|          | Vocabulary | Formal and Informal English                   |
|          | Listening  | The internet                                  |
|          | Vocabulary | Wordbuilding                                  |
|          | Vocabulary | Business collocations                         |
|          | Functions  | Meetings: accepting and rejecting suggestions |
|          | Vocabulary | Phrasal verbs                                 |
|          | Spelling   | Spelling                                      |
|          | Revision   | Material from module 2                        |
|          |            |   |
| Module 3 | Grammar    | Gerunds and infinitives                       |
|          | Vocabulary | Jobs and professions                          |
|          | Reading    | The Regent hotel                              |
|          | Grammar    | Indirect questions                            |
|          | Vocabulary | Confusing words                               |
|          | Listening  | University in Britain                         |
|          | Vocabulary | Wordbuilding                                  |
|          | Vocabulary | Business collocations                         |
|          | Functions  | Meetings: interrupting                        |
|          | Vocabulary | Phrasal verbs                                 |
|          | Spelling   | Spelling                                      |
|          | Revision   | Material from module 3                        |
|          |            |   |
| Module 4 | Grammar    | Linking words and phrases                     |
|          | Vocabulary | Hiring and firing staff                       |
|          | Reading    | Who invented the Internet                     |
|          | Grammar    | Prepositions of place and movement            |
|          | Vocabulary | Confusing words                               |
|          | Listening  | Waiting at the airport                        |
|          | Vocabulary | Wordbuilding                                  |
|          | Vocabulary | Business collocations                         |
|          | Functions  | Small talk                                    |
|          | Vocabulary | Phrasal verbs                                 |

|          |            |   |
|----------|------------|---|
|          | Spelling   | Spelling  |
|          | Revision   | Material from module 4  |
|          |            |   |
| Module 5 | Grammar    | Word order  |
|          | Vocabulary | In the office   |
|          | Reading    | Oxford  |
|          | Grammar    | Comparatives and superlatives   |
|          | Vocabulary | People in business  |
|          | Listening  | Working in London   |
|          | Vocabulary | Wordbuilding  |
|          | Vocabulary | Business collocations   |
|          | Functions  | Talking about statistics  |
|          | Vocabulary | Phrasal verbs   |
|          | 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 Intermediate Business Power course should feel confident in tackling any intermediate course, including our Upper Intermediate Business Power course.