

FORMATION

Anglais des affaires A2/B1

E-learning



Objectifs

Reflex'English Business First est une méthode interactive d'anglais des affaires qui s'adresse aux apprenants

désirant faire leurs premiers pas dans la communication en anglais des affaires.

Le cours est composé de 2 parties, de niveau débutant à intermédiaire. Chaque leçon est organisée autour d'un sujet à étudier qui permet de réviser le vocabulaire, les fonctions et les spécificités linguistiques.

Parmi les sujets traités dans ce cours d'anglais des affaires :

Réunion - Téléphone - Accueil -

Correspondance écrite - Informatique - Métiers -

Négociation - Rapports -

Compréhension de documents spécifiques...

► **Type de cours :**
Distanciel - 100% E-learning

► **Référence :**
ANG-AFF-EL

► **Durée:**
15h de formation estimées



Formation éligible au CPF
Passage de la certification
English 360

**ATTESTATION DELIVRÉE
EN FIN DE FORMATION**

Pré-requis

Connaître les bases de l'Anglais. Anglais scolaire.

Public :

Tout public.

Méthodes pédagogiques

- Navigateur web : Edge, Chrome, Firefox, Safari, Edge, Android, iOS
- Système d'exploitation : Mac, Windows, Android, iOS

Programme du stage

Lesson 01 - Nice to meet you

Vocabulary: Structure of a company
Listening: Introducing yourself Greeting / Asking for information / Giving information / Coping with directions
Comprehension: At the reception

Lesson 02 - On the phone

Vocabulary: Telephone / Giving /asking for information / Using the phone
Listening: Listening for specific information

Lesson 03 - Presentations and meetings

Vocabulary: Presentations Meetings
Reading: Making a presentation Taking part in a meeting / Understanding and intervening
Illustrating

Lesson 04 - Computer

Vocabulary: Computers / Words connected with Internet, computers and NTIC
Listening: Listening for specific information / Understanding and analysing information

Lesson 05 - E-mails, letters and faxes

Vocabulary: E-mail, letter and fax phrases
Reading: E-mail, letter and fax Useful expressions /
Writing and sending an e-mail Writing a letter, a fax

Lesson 06 - Applying for a job

Vocabulary: Talking about jobs Job description
Writing: Writing a CV
Reading: Useful expressions Letter of application
Listening: Listening for specific information

Lesson 07 - Test Part 1

Vocabulary: Welcome / Phone /Meeting / Computer / Business letter / Jobs

Lesson 08 - Welcome

Reading: Meeting / Greeting and introducing / Asking and giving directions
Vocabulary: Company structure / Finding your way around the office
Listening: Listening for specific information

Lesson 09 - Could I speak to...?

Vocabulary: Getting through / Calling back later /Taking or leaving a message / Coping on the phone
Listening: Listening for specific information

Lesson 10 - Chairing a meeting

Vocabulary: Meetings
Reading: Preparing a meeting Chairing a meeting

Lesson 11 - Attending a meeting

Vocabulary: Presentations Audio-visual aid / Meetings
Reading: Expressions for effective meetings / Taking part in a meeting /Understanding and intervening

Lesson 12 - About negotiating

Reading: Proposing Arguing / Taking a decision, reaching an agreement, convincing
Vocabulary: Negotiation idioms
Listening: Listening for specific information / Active listening to others

Lesson 13 - Business letter

Vocabulary: Email / Email phrases
Reading: Business letter
Writing: Opening and closing lines in a business letter

Lesson 14 - Reporting

Reading and writing: Memos Official reports / Meeting reports
Vocabulary: Reports
Speaking: Useful expressions

Lesson 15 - Understanding professional documents

Reading: Reading specific documents /
Understanding / Analysing
Vocabulary: Airline procedures / IT procedures

Lesson 16 - Understanding specific documents

Reading: Reading IT documents / Understanding /
Analysing
Vocabulary: IT procedures / IT and Management
projects

Lesson 17 - Get that job!

Vocabulary: Applying for a job
Reading: Job search methods / Reading a CV
Writing: Writing a letter of application
Listening: Listening for specific information / Job
interviews

Lesson 18 - Analysing, enquiring, understanding

Reading: Reading specific documents /
Understanding / Analysing
Listening: Listening for specific information
Vocabulary: Enquiring / Complaining

Lesson 19 – Test Part 2

Vocabulary: Welcome / Phone / Meeting /
Negotiation / Business letter / Report / Jobs