
BASIC BUSINESS ENGLISH

A2 CEFR

BUSINESS SKILLS

DESCRIZIONE

The course develops **workplace communication** via speaking, listening, reading and writing activities in realistic business situations organized in thematic modules:

- Professional Communication
- Meetings & Customers
- Business Travel
- Workplace Development
- Future Plans & Presentations

Self-paced and live lessons use task-based activities and role plays to build confident, practical **English skills**. **Si prega di attendere ad effettuare il pagamento della quota (in fase di iscrizione selezionare modalità “bonifico bancario” e NON richiedere fattura anticipata).** Una volta completata l'iscrizione, il team Formazione di Assolombarda Servizi (e/o il partner formativo) contatterà l'utente aziendale e il partecipante per inviare il test di Assessment per la valutazione del livello linguistico iniziale (Basic English). *Accertato il possesso del livello base, l'iscrizione sarà considerata definitivamente valida e attiva.*

PROGRAMMA

COURSE CONTENTS & MODULES

Module 1: Professional Communication

- L1: Introductions & Networking
Focus: to be; greetings; introductions; small talk; spelling names; role-play networking
- L2: Telephone Communication
Focus: Present Simple; phone etiquette; asking questions; taking calls
- L3: Daily Workplace Communication
Focus: Routines; email; workplace communication
- L4: Business Socialising
Focus: Business lunches; restaurant conversation; welcoming visitors

Module 2: Meetings & Customers

- L5: Meetings & Conferences
Focus: Arrangements; conference facilities; enquiries
- L6: Abilities & Interviews
Focus: can/can't; permissions; job interviews
- L7: Company History
Focus: Past Simple; company profile
- L8: Customer Problems
Focus: Meetings; complaints; problem solving

Module 3: Business Travel

- L9: Past Events
Focus: Business conversations
- L10: Business Trips
Focus: Travel vocabulary; shopping
- L11: Weather & Travel
Focus: Comparatives
- L12: Directions & Transport
Focus: Giving directions; commuting

Module 4: Workplace Development

- L13: Current Projects
Focus: Present Continuous
- L14: Health at Work
Focus: Decision making
- L15: Air Travel & Flexibility
Focus: Travel problems
- L16: Change & Success
Focus: Present Perfect

Module 5: Future Plans & Presentations

- L17: Future Plans
Focus: Predictions
- L18: Professional Telephoning
Focus: Messages; clarification

- L19: Presentations
Focus: Presentation skills
- L20: Integrated Business Simulation
Focus: Final meeting, presentation, assessment

OBIETTIVI FORMATIVI

- Introduce oneself and socialise professionally
- Communicate by phone and email
- Participate in simple meetings
- Arrange travel and hospitality
- Deal with customers and workplace problems

DESTINATARI

Administrative staff, office employees, sales staff, customer service representatives, team leaders and professionals requiring A2 English for everyday workplace communication.

DOCENTI

Faculty Assolombarda Servizi

NOTE

The course program incorporates asynchronous online learning. This requires student access to a digital e-learning platform so that students can receive, complete and submit assignments and tasks, and monitor their progress online.

The course will be broadcast via ZOOM or Microsoft Teams, with the option to join via web browser or app using a PC or smartphone.

Registered participants will receive all joining instructions the day before the course starts.

Upon completion of the training course, participants will also receive a certificate of attendance, provided they attend at least 75% of the lessons with their webcam and microphone turned on.

Please note that the course will not be recorded.

REQUISITI

- Pc o smartphone
- Buona connessione internet
- Microfono e webcam attivi

REFERENTI

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DATE E PREZZI

Live Webinar

Edizione di: Febbraio 2027

Durata: 40 ore

Scheduling:

19/02/2027 dalle 11:00 alle 13:00
26/02/2027 dalle 11:00 alle 13:00
05/03/2027 dalle 11:00 alle 13:00
12/03/2027 dalle 11:00 alle 13:00
19/03/2027 dalle 11:00 alle 13:00
02/04/2027 dalle 11:00 alle 13:00
09/04/2027 dalle 11:00 alle 13:00
16/04/2027 dalle 11:00 alle 13:00
23/04/2027 dalle 11:00 alle 13:00
07/05/2027 dalle 11:00 alle 13:00
14/05/2027 dalle 11:00 alle 13:00
21/05/2027 dalle 11:00 alle 13:00
28/05/2027 dalle 11:00 alle 13:00
04/06/2027 dalle 11:00 alle 13:00
11/06/2027 dalle 11:00 alle 13:00
18/06/2027 dalle 11:00 alle 13:00
25/06/2027 dalle 11:00 alle 13:00
02/07/2027 dalle 11:00 alle 13:00
09/07/2027 dalle 11:00 alle 13:00
16/07/2027 dalle 11:00 alle 13:00

PREZZI:

Quota NON associato e privato: € 1,800.00 + IVA

Quota associato: € 1,500.00 + IVA

Sconto del 10% dal secondo partecipante

Erogato come **Webinar**