



## PROGRAM REALIZACJI SZKOLEŃ

### Kursy językowe

- Career English – poziom podstawowy, 24 godziny spotkań z lektorem, 82 godziny pracy na portalu internetowym
- Business English – poziom zaawansowany, 24 godziny spotkań z lektorem, 80 godzin pracy na portalu internetowym

#### **Career English:**

- Delivering a package
- Introducing yourself
- At the hotel reception
- At the phone
- At breakfast
- In the hotel lobby
- Arrive at the meeting
- Extending your stay
- In the market
- Talking about what you like to do
- Changing money in a bank
- Expressing an opinion
- Shopping
- Having an afternoon tea
- Suggesting
- Finding your way
- In a city street
- In a restaurant
- Past
- Traveling
- Making plans
- On the tube
- In London
- Hiring a car
- At the airport
- On the plane
- At customs
- Taking a taxi
- Using a computer
- Animals
- Punctuation

#### **Business English:**

- The company structure, Introducing yourself
- Telephoning
- Appointments, Arranging a meeting
- Receiving visitors, Asking about the business
- Giving a presentation of a product
- Travel arrangements
- Reservation, booking, facing hotel problems
- Market research
- Examination of the opportunities
- Rescheduling, Cancelling a meeting, meeting a deadline, getting to the point
- Offering a job
- Presenting information
- Traveling abroad on business
- Presenting a product
- Entertaining visitors
- Complaining about products and services
- Comparing products and prices
- Negotiating prices
- Negotiating delivery
- Negotiating your position in the company