

*Welcome to the British Council.*

The student's book used for this course is **Business Result Advanced**. Here are the units and learning aims covered on the course. The content may be adapted by the teacher in order to meet the needs of those students on the course.

<b>Unit 5</b> Teamwork	<i>I can:</i> <ul style="list-style-type: none"> <li>• Explore team relationships</li> <li>• Deal with conflict: clarify the situation, focus on facts, express concerns, offer compromise</li> <li>• Emphasise a point of view</li> <li>• Respond appropriately to feedback</li> </ul>
<b>Unit 6</b> Progress	<i>I can:</i> <ul style="list-style-type: none"> <li>• Discuss factors for success</li> <li>• Discuss rapid growth and expansion</li> <li>• Evaluate ideas and solve problems in a brainstorming meeting: put forward an idea, build on and evaluate the idea</li> <li>• Use vague language to show uncertainty</li> </ul>
<b>Unit 7</b> Learning	<i>I can:</i> <ul style="list-style-type: none"> <li>• Talk about training</li> <li>• Discuss skills shortage</li> <li>• Use communication strategies on the telephone: deal with a misunderstanding, digress, resume</li> <li>• Express dissatisfaction</li> </ul>
<b>Unit 8</b> Performance	<i>I can:</i> <ul style="list-style-type: none"> <li>• Discuss employer/employee expectations</li> <li>• Give an impromptu presentation: set the context, signal intention, respond to questions/challenges, highlight key points, respond to requests for detail</li> <li>• Deal with difficult questions</li> <li>• Discuss staff and customer satisfaction</li> </ul>

**Your course:**

The focus of the course is for you to enhance your business communication skills in a range of contexts. Grammar analysis and practice will be linked to this goal but will not be a goal in itself.

You will develop your business vocabulary and will listen to, read, write and speak about different business topics. As the aim of the course is for you to communicate successfully with each other, your teacher will deal with errors at certain planned stages in the lesson and will not correct every time a mistake is made.

**Language review and assessment:**

You will complete and receive feedback on two writing and speaking tasks over the ten-week period. These assignments will be linked to the content of the lessons and will reflect real-life business activities.

**Making the most of your course:**

- be active and use your English as much as possible inside and outside the classroom
- keep your notes organised and add to them throughout the course
- try to always do your homework
- make use of the resources we have in the library here **@british**