

INGLÉS COMERCIAL

Objetivos Generales:

Expresar hechos presentes, pasados y futuros.

Redactar cartas formales e informales, de petición de información y de respuesta e e-mails.

Emplear construcciones con verbos en infinitivo con y sin to y sus complementos.

Expresar citas y planes mediante el presente continuo.

Reconocer y usar las frases más comunes al hablar por teléfono.

Expresar consejo, prohibición, obligación, sugerencias y peticiones formales con verbos modales.

Conocer la formación y uso del imperativo.

Indicar hábitos en el pasado y expresar hechos temporales.

Diferenciar entre sustantivos contables e incontables y saber realizar frases sobre ellos.

MÓDULO 1: Starting a Business

TEMA 1. The Situation

Nouns, Verbs and Adjectives

Prepositions

Past Simple

A formal letter

Shops

Money

Lo que hemos aprendido

Test

Actividades

TEMA 2. I have lived in this city

Noun + Noun Expressions
Infinitive with and without to
Present Continuous for Future
Contractions and useful language
How to Write and Read Numbers
Advertising
Airport and plane
Lo que hemos aprendido
Test
Actividades

TEMA 3. Good Comercial Letters

Present Simple
Order of Adjectives
Expressions with Hill
Have y have got
Measurements and furniture
Telephone basics
Lo que hemos aprendido
Test
Actividades

TEMA 4. At a Trade Fair

Comparatives and Superlatives
Adverbs of frequency
Present Simple Vs Present Continuous
A letter of enquiry
Materials and Fabrics
Patterns and Colours
Lo que hemos aprendido
Test
Actividades

TEMA 5. Every problem is an opportunity

When + Present Simple with Future Meaning
Passives
Requests with Can and Could
Letter of reply
The Office
Buying and Selling
Lo que hemos aprendido
Test
Actividades

TEMA 6. Cultural Differences

Past tense of Irregular Verbs
Articles a/an, the
Must and Might
Computing
Lo que hemos aprendido
Test
Actividades

MÓDULO 2: A Company Come True

TEMA 7. A Business Course

Question Forms
Must and Should
Imperatives
A letter of complaint
The Workshop
Lo que hemos aprendido
Test
Actividades

TEMA 8. Solving some Mistakes

Questions with Would
Time Conjunctions
Countable and Uncountable Words
Transport Information
Packing
Transport
Lo que hemos aprendido
Test
Actividades

TEMA 9. Money Matters

Present Perfect with Already, Ever and Yet
Present Perfect with For and Since
Future in if-Clauses
-ed and -ing adjectives
Some Examples of -ed and -ing adjectives
Personality
Lo que hemos aprendido
Test
Actividades

TEMA 10. Dealing with Complaints

Verb + Object + Infinitive with or without to
Relative clauses with who and which
(Be) going to
Will or going to. Predictions
In the shop
Human Resources
Lo que hemos aprendido
Test
Actividades

TEMA 11. An Offer from an Agency

If Clauses + Would
Conjunctions
Future for Arrangements
A business letter to apologise
Companies
Contracts & job skills
Lo que hemos aprendido
Test
Actividades