



Reflex'English Business First

Reflex'English Business First s'adresse aux apprenants désirent faire leurs premiers pas dans la communication en anglais des affaires. Le contenu pédagogique est divisé en 2 unités, décomposées en 19 leçons. Chaque unité comprend des leçons d'apprentissage qui introduisent le matériel pédagogique et se termine par une leçon de test validant l'acquisition des compétences lexicales et syntaxiques.

Les compétences linguistiques sont développées simultanément par le biais d'exercices interactifs, d'animations multimédias et d'enregistrements sonores. Chaque leçon est organisée autour d'un sujet à étudier et permet de réviser le vocabulaire, les fonctions et les spécificités linguistiques. L'interface graphique, soignée et intuitive, permet un accès permanent et pertinent aux éléments de vocabulaire ou de révision. Un dictionnaire bilingue sonorisé vient compléter l'apprentissage et est accessible sur toutes les pages de cours.

Parmi les situations abordées dans Reflex'English Business First : réunion, téléphone, accueil, correspondance écrite, informatique, métiers, négociation, rapport, compréhension de documents spécifiques.

Le contenu pédagogique de Reflex'English Business First correspond aux niveaux A2/B1 du Cadre européen commun de référence.

Unit 1 – Nice to meet you

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

Unit 1 – On the phone

On the phone

Vocabulary:

Telephone

Giving /asking for information

Using the phone

Listening:

Listening for specific information

Unit 1 – Presentations and meetings

Presentations and meetings

Vocabulary:

Presentations

Meetings

Reading:

Making a presentation

Taking part in a meeting

Understanding and intervening

Illustrating

Unit 1 – Computer

Computer

Vocabulary:

Computers

Words connected with Internet, computers and

NTIC

Listening:

Listening for specific information

Understanding and analysing information

Unit 1 – E-mails, letters and faxes

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

Unit 1 – Applying for a job

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

Unit 1 – Test 1

Test 1

Vocabulary:

Welcome
Phone
Meeting
Computer
Business letter
Jobs

Unit 2 – Welcome

Welcome

Reading:

Meeting
Greeting and introducing
Asking and giving directions

Vocabulary:

Company structure
Finding your way around the office

Listening:

Listening for specific information

Unit 2 – Could I speak to...?

Could I speak to...?

Vocabulary:

Getting through
Calling back later
Taking or leaving a message
Coping on the phone

Listening:

Listening for specific information

Unit 2 – Chairing a meeting

Chairing a meeting

Vocabulary:

Meetings

Reading:

Preparing a meeting
Chairing a meeting

Unit 2 – Attending a meeting

Attending a meeting

Vocabulary:

Presentations
Audio-visual aid
Meetings

Reading:

Expressions for effective meetings
Taking part in a meeting
Understanding and intervening

Unit 2 – About negotiating

About negotiating

Reading:

Proposing
Arguing
Taking a decision, reaching an agreement,
convincing

Vocabulary:

Negotiation idioms

Listening:

Listening for specific information
Active listening to others

Unit 2 – Business letter

Business letter

Vocabulary:

Email
Email phrases

Reading:

Business letter

Writing:

Opening and closing lines in a business letter

Unit 2 – Reporting

Reporting

Reading and writing:

Memos
Official reports
Meeting reports

Vocabulary:

Reports

Speaking:

Useful expressions

Unit 2 – Understanding professional documents

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

Unit 2 – Understanding specific documents

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

Unit 2 – Get that job!

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

Unit 2 – Analysing, enquiring, understanding

Analysing, enquiring, understanding	Reading: Reading specific documents Understanding Analysing
	Listening: Listening for specific information
	Vocabulary: Enquiring Complaining

Unit 2 – Test 2

Test 2	Vocabulary: Welcome Phone Meeting Negotiation Business letter Report Jobs
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