

PROGRAMA DE LOS CURSOS

INGLÉS EMPRESARIAL

DURACIÓN: 20 horas

Horario: Lunes a viernes de 8.30 a 10.30

DEL 2 al 13 de julio

CONTENIDOS FORMATIVOS:

1. Your company . Job titles. Departments. Company Structure. Drawing an organigram. Company Culture. Cross-cultural relations.
2. Meetings/Negotiations Organising meetings. Stating aims. Kinds of meetings: one-to-one, large meetings etc. Timing in a meeting. Styles of negotiation. Coming to an agreement.
3. Socialising Meeting and greeting people formally and informally. Skills and techniques for talking to people in business situations. Being sensitive to people customs, culture and behaviour. Talking about hobbies, interests, families.
4. Telephoning Skills and techniques to use the telephone in a business context. Understanding numbers and details. Leaving and receiving messages. Different kinds of calls. Dealing with problems/complaints. Making arrangements. Learning phrases for telephoning.
5. Employment/ Job applications Job interviews. Being interviewed and interviewing. Writing Cvs and application letters. Employment policy.
6. Business Writing Business correspondence. Style in letters and faxes. Internet vocabulary. Preparing memos, agendas, reports etc. Sorting out problems.
7. Presentations. Language of presentations. Resources: OHP, slides. Dealing with questions. Timing.

INGLÉS PARA INGENIEROS

DURACIÓN: 20 horas

Horario: Lunes a viernes de 8.30 a 10.30

Del 16 al 27 de julio

CONTENIDOS FORMATIVOS:

1. Technology in use. Describing technical functions and applications. Explaining how technology works.
2. Materials technology. Describing specific materials. Discussing quality issues.
3. Components and assemblies. Describing component shapes and features. Explaining and assesing manufacturing techniques. Explaining jointing and fixing techniques.
4. Engineering design. Working with drawings. Discussing dimensions and precisión. Resolving design problems.
5. Describing types of technical problems. Assesing and interpreting faults
6. Procedures and precautions. Describing health and safety precautions.
7. Discussing regulations and standards.
8. Writing technical emails and letters.