



 **A1 - A2**

**Beginner**  
**60-80 hours course**

## Business Start-Up 1

The Business Start Up 1 course is the first level of a two year Business English course for a professional that is at a beginner or false beginner level and teaches them the contents they need to know to start preparing for the BEC Preliminary course after the two years of Business Start Up. The level of the course starts at an A1-Beginner level and by the end of the first year students should be leaning into the A2 level for Business Start-Up 2.

The Business Start-Up 1 book consists of 12 units, all of which have authentic materials so reality is brought into the course. The Student's Books bring reality to even the most basic levels of language learning through the presentation of natural language in authentic contexts, a regular focus on real companies and products, and practice in the communication skills that professionals really need. Audio recordings for the rich listening material are available on separate CDs.

Through direct approach and using real-life situations and scenarios in the book, students will remain interested and motivated in the course. More importantly, they will learn the basic knowledge of Business English in order to move up and prepare for the BEC Preliminary examinations.

## Course Contents

### Unit 1: Welcome

- 1.1 Meeting People
- 1.2 Saying where you're from
- 1.3 Offering and asking for drinks

### Unit 2: Numbers

- 2.1 Telephone numbers and email addresses
- 2.2 Asking about timetables
- 2.3 Buying food

### Unit 3: Work

- 3.1 Talking about your job
- 3.2 Describing a company
- 3.3 Talking about daily routines

### Unit 4: Information

- 4.1 Coping with difficult language
- 4.2 Writing simple emails
- 4.3 Using the Internet

### Unit 5: Places

- 5.1 Asking about business facilities
- 5.2 Asking for and giving directions
- 5.3 Talking about your home

### Unit 6: Action

- 6.1 Talking about life at work
- 6.2 Saying what you're doing at the moment
- 6.3 Saying what you do in you're spare time

### Unit 7: Meeting

- 7.1 Arranging to meet
- 7.2 Discussing future arrangements
- 7.3 Buying train tickets

### Unit 8: Reporting

- 8.1 Talking about past events
- 8.2 Giving an update
- 8.3 Talking about holidays

### Unit 9: Communication

- 9.1 Exchanging Information by email
- 9.2 Making Telephone Calls
- 9.3 Talking about the weather and climate

### Unit 10: Progress

- 10.1 Making comparisons
- 10.2 Making choices
- 10.3 Checking in for a flight

### Unit 11: Plans

- 11.1 Making Plans
- 11.2 Describing Plans
- 11.3 Staying at a hotel

### Unit 12: Sales

- 12.1 Discussing how business is going
- 12.2 Discussing sales and orders
- 12.3 Shopping

