

BUSINESS CLASS

1. WHAT IS BUSINESS ENGLISH?

2. WHAT DOCUMENTS DO YOU PRACTICE IN EACH LANGUAGE SKILL?
MENTION AT LEAST ONE OF THEM:

READING _____

SPEAKING _____

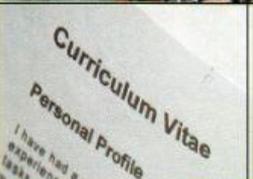
WRITING _____

LISTENING _____

3. MATCH THESE TOPICS WITH THE SCHOOL SUBJECTS.

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| 1. WRITING EMAILS | A. GEOGRAPHY |
| 2. PAYMENT METHODS | B. IT |
| 3. BUSINESS LEGISLATION IN
THE EUROPEAN UNION | C. ECONOMICS |
| 4. LOGISTICS AND TRANSPORT | D. FINANCE/ACCOUNTING |
| 5. DIFFERENT TYPES OF
ECONOMIC SYSTEMS | E. FOREIGN LANGUAGES |
| 6. WRITING A CV | F. LEGAL STUDIES |

4. DROP THE CORRECT TOPIC WITH THE CORRECT CONTENT.

	Topic	Content
	The market	The process of buying and selling. It consists of personal contact, speaking over the phone, writing emails, preparing documents, sending goods, solving problems.
	The company	There is a set of laws regulating international business that must be followed. Working in the business world also implies being able to understand and prepare documents like contracts, payment and transport documents, invoices, and others.
	Business transactions	Money is the driving force in business. Banks, profits, sales are key words.
	The job market	The place where goods and services are bought and sold. The people involved are producers, sellers, consumers.
	Business documents and legislation	An enterprise that sells or buy goods or services. It must be organized into departments with different activities.
	Finance	Today all companies must beat competition if they want to sell their product. This means that they must be good at producing the right product, at the right price and at persuading people to buy it.
	Marketing	Looking for and finding a job in a foreign country. It means writing and speaking about your qualifications and skills.