

# Inglés (GA\_ING)

## GETTING INTERNATIONAL. ING01

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- GETTING INTERNATIONAL. Session 1.- Passport to London.
  - 1.- What to say.
    - 1.1.- Asking for directions.
  - 2.- How to say it: Let's review the imperative form!
    - 2.1.- How to form the imperative
  
  - 3.- Words you need: At the airport.
  
- GETTING INTERNATIONAL. Session 2.- Getting used to it.
  - 1.- What to say: Meeting new people.
    - 1.1.- Common phrases.
  - 2.- How to say it: The present simple.
    - 2.1.- How to make the Present Simple.
    - 2.2.- Frequency Adverbs.
    - 2.4.- Pronunciation. The third person singular I: Voiced sounds.
  - 3.- Words you need: Describing people.
    - 3.1.- Now put it into practice.
- GETTING INTERNATIONAL. Session 3.- A tour around the office.
  - 1.- What to say.
    - 1.1.- Talking about yourself.
  - 2.- How to say it: The present: simple and continuous.
    - 2.2.- Stative verbs.
    - 2.4.- Revision of grammar.
    - 2.5.- Pronunciation. The third person singular II: Voiceless sounds.
  - 3.- Words you need: Parts of a company.

## **PAST EXPERIENCES. ING02**

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- PAST EXPERIENCES. Session 1.- A new day at the office.
  - 1.- What to say.
    - 1.1.- Brainstorming: Vocational training.
  - 2.- How to say it: past simple.
    - 2.1.- Past simple: Use.
    - 2.2.- Past simple: Form.
    - 2.3.- Pronunciation of regular past tense.
  - 3  .- Words you need: Education.
    - 3.1.- School subjects.
    - 3.2.- The office environment (I).
      - 3.2.1.- The office environment (II).
  - Appendix I.- List of irregular verbs.
- PAST EXPERIENCES. Session 2.- Incoming email.
  - 1.- What to say.
    - 1.1.- Writing informal emails.
  - 2.- How to say it: Questions.
    - 2.1.- Questions: form.
    - 2.2.- Subject/Object questions.
    - 2.3.- Intonation in questions.
    - 2.4.- Prepositions of time.
  - 3.- Words you need: Informal emails (I).
    - 3.1.- Informal emails (II).
- PAST EXPERIENCES. Session 3.- Presentation.
  - 1.- What to say.
    - 1.1.- Working too much?
  - 2.- How to say it: Past continuous.
    - 2.1.- Used to/Would.
    - 2.2.- Revision of grammar.
    - 2.3.- Pronunciation 1 (vowels).
    - 2.4.- Pronunciation 2 (diphthongs).
    - 2.5.- Pronunciation 3 (consonants).
  - 3.- Words you need: Visual aids.
    - 3.1.- Oral presentations: Key phrases.
  - 4.- A step ahead.

## GO PAPERLESS!. ING03

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- GO PAPERLESS! Session 1.- The office of the future.
  - 1.- What to say: Asking and giving opinion.
    - 1.1.- Expressing your opinion in a business meeting.
    - 1.3.- Having an argument.
  - 2.- How to say it: The Future tense.
    - 2.2.- Pronunciation: Contractions. Personal forms.
      - 2.2.1.- Contractions. Other forms.
    - 2.4.- Revision of Grammar.
  - 3.- Words you need. IT vocabulary.
    - 3.2.- Business Idioms.
- GO PAPERLESS! Session 2.- Going green!
  - 1.- What to say: How to write down an English proposal.
    - 1.1.- How to make an oral proposal.
    - 1.2.- Now put it into practice.
  - 2.- How to say it: Temporal clauses.
    - 2.2.- Addition and contrast connectors.
  - 3.- Words you need: The environment.
    - 3.1.- How to go green at the office.
    - 3.3.- Idioms related to work and nature.
  - Appendix I.- World Environment Day: Africa Sustainable Energy.
- GO PAPERLESS!. Session 3.- Making arrangements.
  - 1.- What to say.
    - 1.1.- How to make business travel arrangements.
    - 1.2.- How to make arrangements on the phone.
    - 1.3.- How to end the conversation and change your plans.
  - 2.- How to say it: The first and second conditional.
    - 2.2.- Unless.
  - 3.- Words you need: Formal letters.
    - 3.1.- Rules for writing formal letters in English.
    - 3.2.- Content of a formal letter.
    - 3.3.- Types of formal letters: covering letters.
      - 3.3.1.- Letter of enquiry.
    - 3.4.- Business idioms.
  - Appendix I.- Travel arrangements.

## THE TASK AT HAND. ING04

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- THE TASK AT HAND. Session 1.- Heading to the office!
  - 1.- What to say: Illnesses at work.
    - 1.1.- Bullying at work.
    - 1.2.- Now you put it into practice.
    - 1.3.- Saying "no."
  - 2.- How to say it: Past Simple vs. Present Perfect.
    - 2.1.- Common Present Perfect Time Expressions.
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    - 2.3.- Revision of grammar.
  - 3.- Words you need: The Bullying Phenomenon.
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    - 3.1.- Common verbs, nouns and adjectives.
    - 3.2.- Effects of bullying: Common illnesses and Symptoms.
    - 3.3.- Moods, States and Feelings.
      - 3.4.1.- Now you put it into practice (II).
    - 3.5.- Business Idioms.
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- THE TASK AT HAND. Sesion02.- Bullying at work.
  - 1.- What to say: Doing some research.
    - 1.1.- Looking for the Perfect Environment.
    - 1.2.- Tact and Diplomacy.
  - 2.- How to say it: Comparatives and Superlatives.
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    - 2.2.- Pronunciation: Minimal Pairs.
  - 3.- Words you need: Writing Formal Emails.
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    - 3.2.- How to write a Fax Cover Sheet.
    - 3.4.- Business Idioms.
- THE TASK AT HAND. Session 3.- Wanna a sandwich?
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  - 1.- What to say: Being Harassed.
    - 1.1.- Reporting Unacceptable Behaviour.
  - 2.- How to say it: Prepositions of Movement.
    - 2.1.- Now you put it into practice.
    - 2.2.- Prepositions of Place.
  - 3.- Words you need: Legal framework for job contracts.
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    - 3.2.- Job Contracts Vocabulary.
    - 3.3.- Types of Contracts.
    - 3.4.- Leaving or losing a job.
    - 3.6.- Business Idioms.
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## JOB INTERVIEW. ING05

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- JOB INTERVIEW. Session 1.- Writing a CV.
  - 1.- What to say.
    - 1.1.- Writing a CV.
  - 2.- How to say it: Verb + ING or infinitive.
    - 2.2.- Difficult vowel sounds (for speakers of English as a foreign language).
  - 3.- Words you need: Work vocabulary.
    - 3.1.- More work vocabulary.
- JOB INTERVIEW. Session02.- Job ads.
  - 1.- WHAT TO SAY.
    - 1.1.- Job ads.
    - 1.3.- Writing a covering letter.
  - 2.- How to say it: Countable and uncountable nouns.
    - 2.1.- Quantifiers 1.
    - 2.2.- Quantifiers 2.
    - 2.3.- Revision of quantifiers.
  - 3.- Words you need: Formal letters.
    - 3.1.- Tips for writing a covering letter.
    - 3.2.- Titles and abbreviations.
    - 3.3.- Dates.
  - Appendix I.- Revision of quantifiers.
- JOB INTERVIEW. Session 3.- Recruitment process.
  - 1.- What to say.
    - 1.1.- Successful job interviews.
  - 2.- How to say it: Articles.
    - 2.1.- Verb or adjective + preposition.
    - 2.3.- Difficult consonant sounds (for speakers of English as a foreign language).
  - 3.- Words you need: Interview questions.
    - 3.1.- Useful adjectives for job interviews.
    - 3.2.- Useful verbs for job interviews.
- 4.- A step ahead.

## ETIQUETTE AT THE OFFICE. ING06

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- ETIQUETTE AT THE OFFICE. Session 1.- Sorry is the hardest word.
  - 1.- What to say.
    - 1.1.- Celebrity apologies.
    - 1.2.- Apology to "The stolen generations".
  - 2.- How to say it: Modal verbs to express ability.
    - 2.1.- Modal verbs to express permission.
    - 2.2.- Now you put it into practice.
  - 3.- Words you need: Apologising.
    - 3.1.- Accepting apologies.
  - Appendix.- Licenses of Resources.
  
- ETIQUETTE AT THE OFFICE. Session 2.- Rules of etiquette.
  - 1.- What to say.
    - 1.1.- Office etiquette.
  - 2.- How to say it: Modal verbs for deduction.
    - 2.2.- Clauses of reason.
    - 2.3.- Clauses of result.
  - 3.- Words you need: Business culture.
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- ETIQUETTE AT THE OFFICE. Session 3.- A new task.
  - 1.- What to say.
    - 1.1.- Writing a memo.
  - 2.- How to say it: Modal verbs to express obligation.
    - 2.1.- Revision of modal verbs to express obligation.
    - 2.2.- Adjectives and adverbs.
    - 2.4.- Pronunciation of modal verbs (may and might).
  - 3.- Words you need: The language of memos.
  - 4.- A step ahead.

## • HEALTH AND SAFETY. ING07

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- HEALTH AND SAFETY. Session 1.- The misunderstanding.
  - 1.- What to say.
  - 2.- How to say it: passive voice.
    - 2.1.- Passive voice: formal aspects.
    - 2.2.- Passive voice: use.
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  - 3.- Words you need: telephone language.
    - 3.2.- Health and safety.
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- HEALTH AND SAFETY. Session 2.- The training session.
  - 1.- What to say.
    - 1.1.- Dealing with complaints.
  - 2.- How to say it: Third conditional.
    - 2.1.- The three conditionals: Comparison.
    - 2.3.- Weak forms.
  - 3.- Words you need: The language of written apologies.
    - 3.1.- Answering a complaint letter.
    - 3.2.- Sample complaint / apology letters.
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- HEALTH AND SAFETY. Session 3.- Money matters.
  - 1.- What to say.
    - 1.1.- How to save money.
  - 2.- How to say it: Relative clauses.
    - 2.1.- Defining and non-defining relative clauses.
    - 2.3.- Revision of relative clauses.
  - 3.- Words you need: Money.
    - 3.2.- Paraphrasing expressions.
  - 4.- A step ahead.

## GOSSIP AT THE OFFICE. ING08

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- GOSSIP AT THE OFFICE. Session 1.- Who's that chick?
  - 1.- What to say: A little bit of gossip.
    - 1.1.- Office Gossip.
    - 1.2.- To gossip or not to gossip?
  - 2.- How to say it: Reported Speech I.
    - 2.1.- Reporting Statements.
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    - 2.3.- Pronunciation: Stress and Intonation.
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  - 3.- Words you need: Tricks to get cheaper online tickets.
    - 3.1.- Buying your plane ticket online.
    - 3.3.- Business Idioms.
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- GOSSIP AT THE OFFICE: Session 2.- Going shopping.
  - 1.- What to say: Let's go window shopping.
    - 1.1.- Going shopping.
  - 2.- How to say it: Reported Speech II. Questions.
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    - 2.2.- Revision of Grammar.
    - 2.3.- Pronunciation: Connected Speech.
  - 3.- Words you need: Buying from a catalogue.
    - 3.1.- Shopping online.
    - 3.3.- Business Idioms.
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- GOSSIP AT THE OFFICE. Session 3.- Just a little thank you note!
  - 1.- What to say.
    - 1.1.- We need to say thank you.
    - 1.2.- Ways of saying thank you.
  - 2.- How to say it: -ed and -ing adjectives
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    - 2.2.- Concessive sentences: Although, Though, Even though, In spite of, Despite.
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  - 3.- Words you need: Thank you cards history.
    - 3.1.- How to write a thank you note.
    - 3.3.- Business Idioms.