

MODULES OF BUSINESS ENGLISH COURSES																												
LEVEL	Introductory / Beginner (A1)			Intermediate / Elementary (A2)				Threshold level / intermediate + (B1)				Advanced Level (B1*)***				Autonomy level / elective operational competence (B2)				Level of excellence (C1/C2)								
	No. of modules	1	2	3	1	2	3	*	1	2	3	*	1	2	3	*	1	2	3	*	1	2	3	4	*			
No. of sessions (1 session = 90 or 120 min.)	40	40	40	40	40	40	*	40	40	40	*	40	40	40	*	40	40	40	*	40	40	40	40	40	*			
Sessions per level	120 sessions			120 sessions					120 sessions					120 sessions					120 sessions					160 sessions				
Manual	Headway Beginner, Headway Elementary			Market Leader Elementary					Market Leader Pre-Intermediate					Market Leader Intermediate					Market Leader Upper-Intermediate					English for Business Studies				
Skills				Making Contact, Socializing, Secretarial, Team building, Cross Cultural Training					Making Contact, Telephoning, Secretarial, Team building, Cross Cultural Training					Telephoning, Business Communication, Meetings and Discussions, Presentation, Team building, Cross Cultural Training					Business Communication, Meetings and Discussions, Negotiations, Presentation, Team building, Cross Cultural Training					Negotiations, Presentation, Team building, Cross Cultural Training				

* optional module, recommended for exam preparation if exam is required at the end of the level

** Indicated where it is recommended: either during compulsory business modules or instead of the exam preparation module

*** B1 and B1+ is the revised denomination of levels used generally by publishers and suitable for matching conventional course book levels (pre-intermediate and intermediate)

in the significantly longer overall B1 CEF level

Note: If extra lessons are needed, modules can be inserted.

STRUCTURE OF MODULES BY COMMON LEVELS OF THE EUROPEAN REFERENCE FRAMEWORK

European Reference Framework	Beginner (A1)	Elementary (A2)	Lower Intermediate (B1)	Upper Intermediate (B2)	Proficiency (C1)	Proficiency (C2)
No. of modules (40 lessons/module)	1,2,3	4,5,6	7,8,9	10,11,12	13,14,15	16,17,18
Duration	240		240		240	
Skills	<p>Can understand and use familiar and all-purpose expressions, as much as very simple sentences with the goal of satisfying basic needs. Can introduce himself or somebody else, can formulate and answer questions referring to personal details, e.g. where he lives, known persons, personal belongings etc. Can communicate in a very simple way, provided that the interlocutor speaks clearly and slowly and is cooperative.</p>	<p>Can understand isolated phrases and frequently used expressions in direct fields of interest (e.g. personal and family information, shopping, close environment, professional activity). Can communicate in simple and usual situations which do not require more than a simple and direct exchange of information referring to familiar and usual topics. Can describe with simple means his professional formation, close environment and evoke topics corresponding to his immediate needs</p>	<p>Can understand the essential elements when standard language is used in familiar and usual topics, related to work, school, leisure etc. Can do well in most situations that come up during a journey where the language is spoken. Can produce a simple and coherent discourse on familiar topics and from his own fields of interest. Can describe an event, an experience, a dream, a hope or goal and shortly expose his arguments or explanations of a project or idea.</p>	<p>Can understand the main ideas from complex texts on concrete or abstract topics, including technical discussions in his own specialization. Can communicate with a certain degree of spontaneity and fluency, so that the conversation with a native speaker does not imply any effort from any of the speakers. Can express himself clearly and in detail about a large number of subjects, can express his opinion about a topic, presenting the advantages and inconveniences of different possibilities.</p>	<p>Can understand a variety of long and complicated texts and can notice the implicit meaning of the text. Can express himself spontaneously and fluently, without needing to look for his words. Can use the language efficiently in his social, professional or academic life. Can express complex topics in a clear and well structured way, showing that he masters the instruments of organization, structure and cohesion of the discourse.</p>	<p>Can understand, practically without effort, everything he reads or hears. Can depict certain facts and arguments from various written or oral sources by summarizing them in a coherent way. Can express himself spontaneously, fluently and with precision and can distinguish fine differences of meaning in complex subjects.</p>
Manuals	New Headway Elementary	New Headway Pre-Intermediate / Market Leader Elementary	New Headway Intermediate / Market Leader Pre-Intermediate	New Headway Upper-Intermediate / Market Leader Intermediate	New Headway Advanced / Market Leader Upper-Intermediate	Proficiency English