



Advanced Speaking

This course develops on the language functions learned in the first Speaking Course. Advanced Speaking helps those who need to communicate better in English at work by teaching a range of business communication skills. Students will be using a supplementary textbook, "Business Results", by Oxford University Press, to apply professional theory to real work situations. A list of outcomes in every unit shows students the language and skills they will learn.

LESSON TOPIC LIST

1. Discussing work practices
2. Speculating about future changes
3. Talking about different kinds of risk
4. Taking part in a teleconference
5. Referencing using pronouns
6. Establishing rapport and showing interest
7. Exploring team relationships
8. Adding emphasis using fronting, cleft sentences, adverbs, and phrases
9. Responding to feedback
10. Discussing factors for success
11. Meetings
12. Using adverbs to qualify attitudes
13. Using vague language
14. Talking about training and learning
15. Communication strategies on the phone
16. Using participle clauses and 'the future in the past'
17. Expressing dissatisfaction
18. Talking about leadership styles
19. Giving a briefing on change (meetings)
20. Distancing and depersonalizing using the passive voice
21. Talking about values
22. Raising a difficult point
23. Using discourse markers