

## BUSINESS ENGLISH Book5 Syllabus

	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5
TOPIC▶	Job Application	Personnel Management	Business Email	Business Trip	Office Talk
<b>Lesson 1</b>	Talking About Yourself	Orientation	The Structure of an Email	Travel Itinerary	Raising a Problem
<b>Lesson 2</b>	Talking About Strengths	Probationary Period	Starting an Email	Travel Preparation	Dealing With a Complaint
<b>Lesson 3</b>	Talking About Weaknesses	Work Schedules	Give Information	At the Bank	Inviting and Declining
<b>Lesson 4</b>	Talking About Work Experience	On Leave	Arranging a Meeting	Ticket Booking	Arranging a Meeting by Email
<b>Lesson 5</b>	Explaining Why You Left Your Last Job	Pay and Salary Distribution	Make a Request	Reserving Accommodation	Expressing Opinions
<b>Lesson 6</b>	Explaining Why You Applied for the Position	Employee Training and Development	Raising a Concern	At the Airport	Asking for Clarification and Emphasizing a Point
<b>Lesson 7</b>	Talking About Career Goals	Incentives and Motivations	Make an Invitation	Hotel Arrangements	Summary and Assignment
<b>Lesson 8</b>	Confirming Salary and Benefits	Performance Appraisal	Placing an Order	Addressing a Problem	Feedback and Evaluation
<b>Lesson 9</b>	Raising Questions or Concerns	Promotions and Transfers	Replying to an Email	At the Restaurant	Sharing and Encouraging
<b>Lesson 10</b>	Asking About the Next Steps	Team Building	Dealing With a Complaint	Getting Ready for the Departure	Interrupting a Conversation