

## DENOMINACIÓN DEL CURSO

INGLÉS COMERCIAL

## OBJETIVOS

- Expresar hechos presentes, pasados y futuros.  
Redactar cartas formales e informales, de petición de información y de respuesta e e-mails.  
Emplear construcciones con verbos en infinitivo con y sin to y sus complementos.  
Expresar citas y planes mediante el presente continuo.  
Reconocer y usar las frases más comunes al hablar por teléfono.  
Expresar consejo, prohibición, obligación, sugerencias y peticiones formales con verbos modales.  
Conocer la formación y uso del imperativo.  
Indicar hábitos en el pasado y expresar hechos temporales.  
Diferenciar entre sustantivos contables e incontables y saber realizar frases sobre ellos.

## CONTENIDOS

### MÓDULO 1: Starting a Business

#### **TEMA 1. The Situation**

Nouns, Verbs and Adjectives  
Prepositions  
Past Simple  
A formal letter  
Shops  
Money  
Lo que hemos aprendido  
Test  
Actividades

#### **TEMA 2. I have lived in this city**

Noun + Noun Expressions  
Infinitive with and without to

Present Continuous for Future  
Contractions and useful language  
How to Write and Read Numbers  
Advertising  
Airport and plane  
Lo que hemos aprendido  
Test  
Actividades

### **TEMA 3. Good Comercial Letters**

Present Simple  
Order of Adjectives  
Expressions with Hill  
Have y have got  
Measurements and furniture  
Telephone basics  
Lo que hemos aprendido  
Test  
Actividades

### **TEMA 4. At a Trade Fair**

Comparatives and Superlatives  
Adverbs of frequency  
Present Simple Vs Present Continuous  
A letter of enquiry  
Materials and Fabrics  
Patterns and Colours  
Lo que hemos aprendido  
Test  
Actividades

### **TEMA 5. Every problem is an opportunity**

When + Present Simple with Future Meaning  
Passives  
Requests with Can and Could  
Letter of reply  
The Office  
Buying and Selling  
Lo que hemos aprendido  
Test  
Actividades

## **TEMA 6. Cultural Differences**

Past tense of Irregular Verbs  
Articles a/an, the  
Must and Might  
Computing  
Lo que hemos aprendido  
Test  
Actividades

## MÓDULO 2: A Company Come True

### **TEMA 7. A Business Course**

Question Forms  
Must and Should  
Imperatives  
A letter of complaint  
The Workshop  
Lo que hemos aprendido  
Test  
Actividades

### **TEMA 8. Solving some Mistakes**

Questions with Would  
Time Conjunctions  
Countable and Uncountable Words  
Transport Information  
Packing  
Transport  
Lo que hemos aprendido  
Test  
Actividades

### **TEMA 9. Money Matters**

Present Perfect with Already, Ever and Yet  
Present Perfect with For and Since  
Future in if-Clauses  
-ed and -ing adjectives  
Some Examples of -ed and -ing adjectives  
Personality  
Lo que hemos aprendido  
Test  
Actividades

### **TEMA 10. Dealing with Complaints**

Verb + Object + Infinitive with or without to  
Relative clauses with who and which  
(Be) going to  
Will or going to. Predictions  
In the shop  
Human Resources  
Lo que hemos aprendido  
Test  
Actividades

### **TEMA 11. An Offer from an Agency**

If Clauses + Would  
Conjunctions  
Future for Arrangements  
A business letter to apologise  
Companies  
Contracts & job skills  
Lo que hemos aprendido  
Test  
Actividades  
Glosario  
Bibliografía