



CAMBRIDGE INSTITUTE

BUSINESS COURSE

Unit 1 Business Studies

- Reading
- Vocabulary
- Listening
- Useful language

Unit 2 Applications and Cover Letters

- Reading
- Vocabulary
- Listening
- Useful language
- Cover letter exerciseQuiz

Unit 3 Interviewing

- Reading
- Vocabulary
- Listening
- Useful language

Unit 4 Building Relationships

- Reading
- Vocabulary
- Listening
- Useful language

Unit 5 Product Development

- Reading
- Vocabulary
- Listening
- Useful language
- Business Grammar – Make/Do

Unit 6 Marketing

- Reading
- Vocabulary
- Listening
- Useful language

Unit 7 Expansion

- Reading
- Vocabulary
- Listening
- Useful language

Unit 8 Financing

- Reading
- Vocabulary
- Listening
- Useful language

Unit 9 Human Resources

- Reading
- Vocabulary
- Listening
- Writing - Letter of complaint

Unit 10 Customer relations

- Reading
- Vocabulary
- Listening
- Useful language

Unit 11 Using technology an the Internet

- Reading
- Vocabulary
- Listening
- Useful language

Unit 12 Outsourcing

- Reading
- Vocabulary
- Listening
- Useful language

Unit 13 Employee loyalty

- Reading
- Vocabulary
- Listening
- Writing - Letter of Resignation

Unit 14 Management styles

- Reading
- Vocabulary
- Listening
- Useful language

Unit 15 Entrepreneurship

- Reading
- Vocabulary
- Listening
- Useful language