



TÉCNICO ADMINISTRATIVO A2

OBJETIVOS

Adquirir el vocabulario necesario que le permitirá desenvolverse en los aspectos básicos de la vida diaria de un técnico administrativo, así como dirigirte a terceros mediante el uso del correo electrónico, la correspondencia física y las llamadas telefónicas.

CONTENIDOS

MODULE I: BEGINING THE DAY AT THE OFFICE

1. Greeting visitors
2. Present simple
3. Phrasal verbs

MODULE II: OFFICE MATERIALS

1. Office materials
2. Present continuous

MODULE III: TALKING ON THE PHONE

1. Talking on the phone
2. Past simple

MODULE IV : WRITTING LETTERS

1. Formal and informal letters
2. Emails
3. Present perfect simple

MODULE V: ORGANIZING BUSINESS TRIPS

1. Flights
2. Accommodation
3. Future – will

TÉCNICO ADMINISTRATIVO B1

OBJETIVOS

Adquirir el vocabulario necesario que le permitirá desenvolverse en los aspectos básicos de la vida diaria de un técnico administrativo, así como dirigirte a terceros mediante el uso del correo electrónico, la correspondencia física y las llamadas telefónicas.

CONTENIDOS

MODULE I: OFFICE SUPPLIES AND FURNITURE

1. The office
2. Sentences to use at the office
3. Present simple vs present continuous



MODULE II: OFFICE ROUTINES

1. Office routines
2. Verb and noun combinations
3. Past simple vs past continuous

MODULE III: COMPANY DEPARTMENTS

1. Positions
2. Departments
3. Plural <S> pronunciation
4. Present perfect tenses

MODULE IV : FORMAL AND INFORMAL LETTERS

1. Formal and informal letters
2. Past simple vs present perfect simple
3. Linkers and connectors

MODULE V: ON THE PHONE

1. On the phone
2. Future tenses, will vs going to
3. British english vs American english

TÉCNICO ADMINISTRATIVO B2

OBJETIVOS

Acquire the necessary knowledge that will allow you to perform your job as an administrative staff, as well as to talk to others via e-mail, letter, or phone.

CONTENIDOS

MODULE I: OFFICE ROUTINES, WRITING A REPORT

1. Office routines
2. Verb and noun combinations
3. Writing a report
4. Verb tenses review

MODULE II: FORMAL AND INFORMAL LETTERS

1. Formal and informal letters
2. Linkers and connectors
3. Make vs do
4. Empathic "do"

MODULE III: WRITING EMAILS

1. Emails
2. Impersonal pronouns
3. Phrasal verbs

MODULE IV: ORGANIZING BUSINESS TRIPS

1. Flights
2. Accommodation
3. Modal verbs: certainty and possibility
4. Infinitives and gerunds



MODULE V: FACE-TOFACE ATTENTION. PHONE ATTENTION

1. Face-toface attention
2. Phone attention
3. Modal verbs: obligation and prohibition
4. Have something done

TÉCNICO ADMINISTRATIVO C1

OBJETIVOS

Get the necessary vocabulary that will help to establish communication in the world of business, to distinguish the types of meetings and to prepare them, to manage conferences and negotiations, and to know the distinctive features that characterize business in different cultures.

CONTENIDOS

MODULE I: BUSINESS COMMUNICATION

1. Idioms
2. Reported speech
3. British english vs. American english

MODULE II: MEETINGS

1. Introductions and small talk
2. Passive voice

MODULE III: CONFERENCES

1. Conferences
2. Adjectives
3. Comparison of adjectives
4. Avoiding the use of very

MODULE IV : NEGOTIATIONS

1. Negotiations
2. Modals verbs: certainty and possibility
3. Infinitives and gerunds

MODULE V : MEETINGS (2)

1. Disagreement and criticism
2. Diplomatic language: criticism
3. Making positive suggestions
4. Useful phrases
5. Talking about possibilities
6. Modals: obligation and prohibition
7. Have something done



TÉCNICO ADMINISTRATIVO C2

OBJETIVOS

Acquire the vocabulary and language elements that will allow you to write formal and informal letters, to write e-mails, to deal with business invoices, to organize conferences and meetings, as well as negotiation techniques

CONTENIDOS

MODULE I: FORMAL AND INFORMAL LETTERS

1. Formal and informal letters
2. Linkers and connectors
3. Concession clauses

MODULE II: WRITING EMAILS

1. E-mails
2. Formal and informal - differences
3. Inversion after negative adverbs
4. Cleft sentences
5. Ellipsis
6. British english vs American english

MODULE III: BUSINESS INVOICE

1. Invoicing and payment terms
2. Useful phrases
3. Other adverbial linking expressions
4. Linking sentences and clauses
5. Pronouns: both, neither & either
6. Avoiding the use of very

MODULE IV: ORGANIZING CONFERENCES AND MEETINGS

1. Organizing a conference
2. Organizing a meeting
3. Words after infinitive
4. Adjective patterns
5. Gradable/ non-gradable adjectives
6. Phrasal verbs

MODULE V: MEETING TECHNIQUES

1. Introductions and small talk
2. Formal and informal agendas
3. Dependt prepositions
4. Common collocations