

# BUSINESS ENGLISH



## OBJECTIVE

Improve english skills to communicate in the bussines world.

- ✓ Increase vocabulary
- ✓ Lern how to make a good presentation in English.
- ✓ Use common phrases and expressions of the business world.
- ✓ Job application and job interview.

## UNIT 1: INTRODUCE YOURSELF AND YOUR BUSINESS

1. Introducing yourself.
2. Introducing your company.
3. Describing positions and responsibilities.
4. Describing company divisions.

## Introduce yourself in formal situations for first time

You can make a good strong first impression by introducing yourself properly to your colleagues, business partners or bosses.



## First line: Say hello and say your name!



- Good afternoon. My name is Lorena Smith.
- It is nice to meet you, I am Sarah Nicolson.
- It is a pleasure to meet you, I'm John Amrstrong.

## Second line: Say your position and your company!

I am Communication Professor at UTEG University.

I am Director of Technology at Georgia Tech.

I am Programmer Analyst at (name of the company)

I am Call Center Representative or Call Center supervisor at.....

(Check job lists and positions

<https://www.thebalance.com/administrative-job-titles-2061489>)

## Second line: Say your position and your company!

I am Client Support Manager at .....

I am Assistant Marketing Director at .....

I am Marketing and Promotions Manager at.....

I am Contract Administrator at .....

(Check job lists and positions

<https://www.thebalance.com/administrative-job-titles-2061489>)



## Job positions, important vocabulary.

There are some words use to describe job positions:

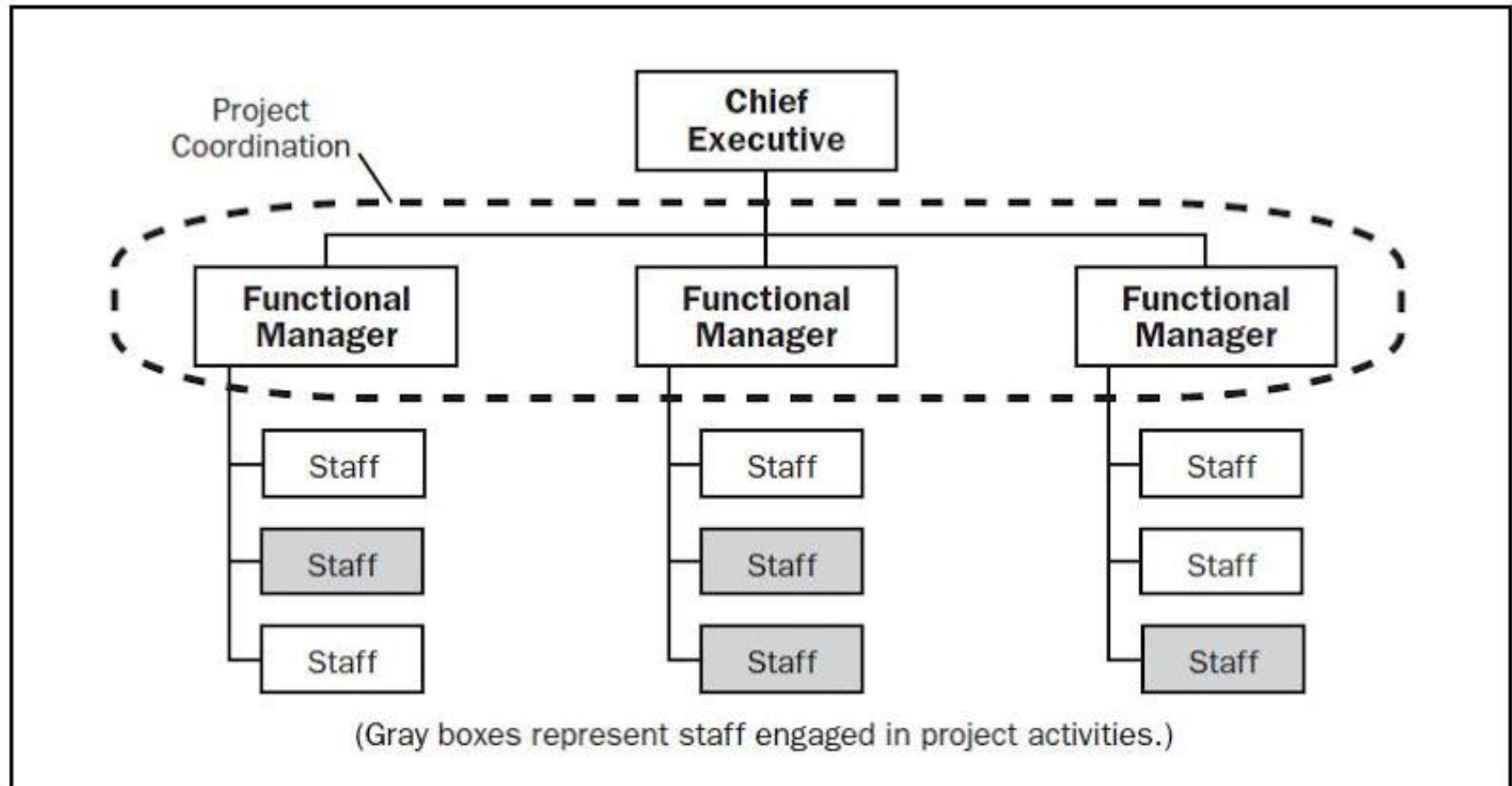
- **Assistant:** a title for someone whose job is to help someone who is in charge of doing something.
- **Associate:** someone who is in an associate position has a job at a level below the highest level.

## Describing Jobs, important vocabulary.

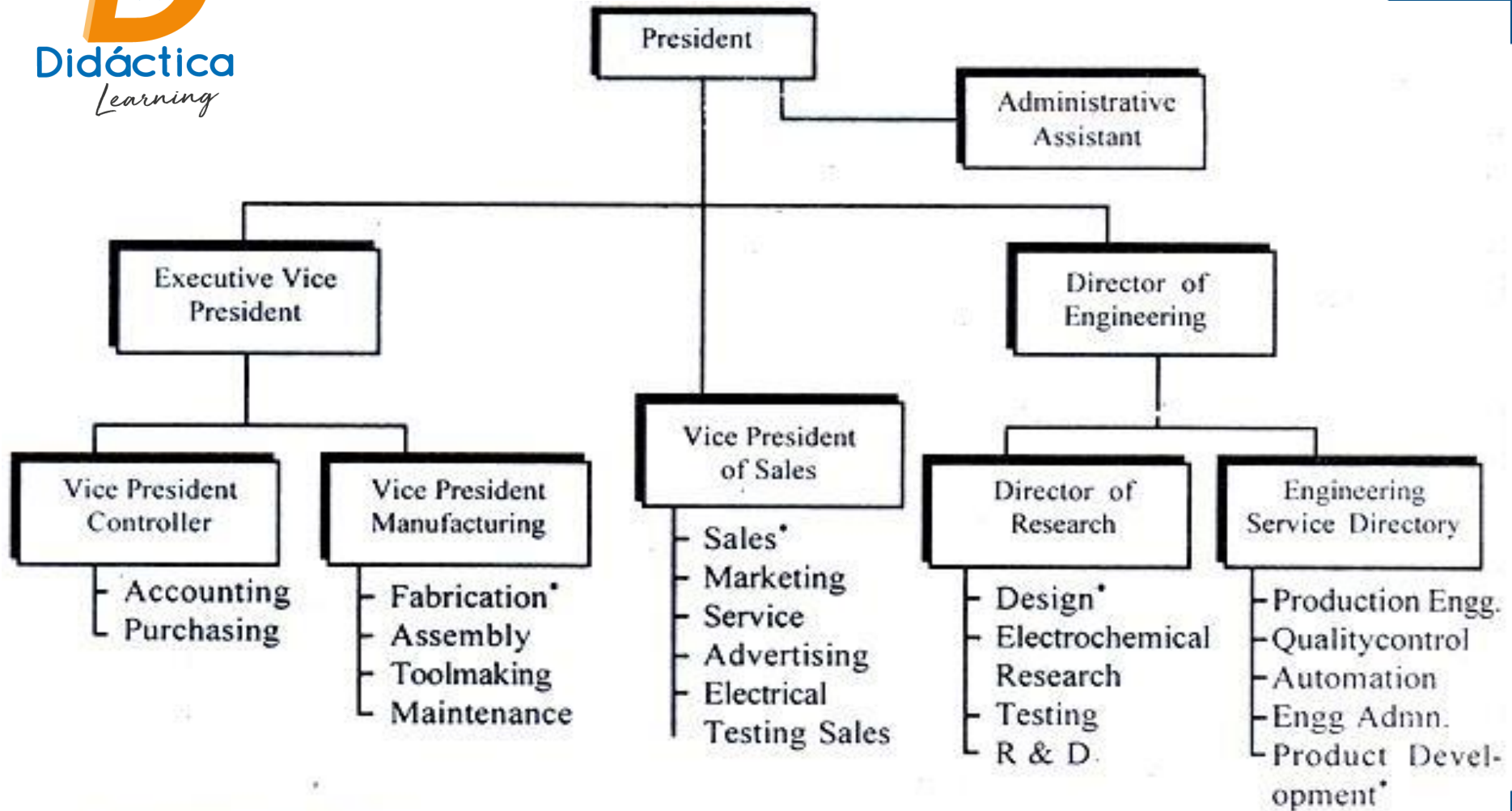
There are some words use to describe job positions:

- **Customer-facing:** dealing directly with the customers of a business.
- **Entry-level:** an entry-level job is at the lowest level in a company or organization.
- **Freelance:** A work when done by a person who is not permanently employed by a particular company but who sells their services to more than one company

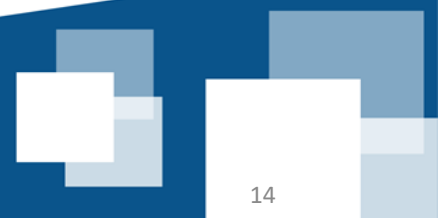
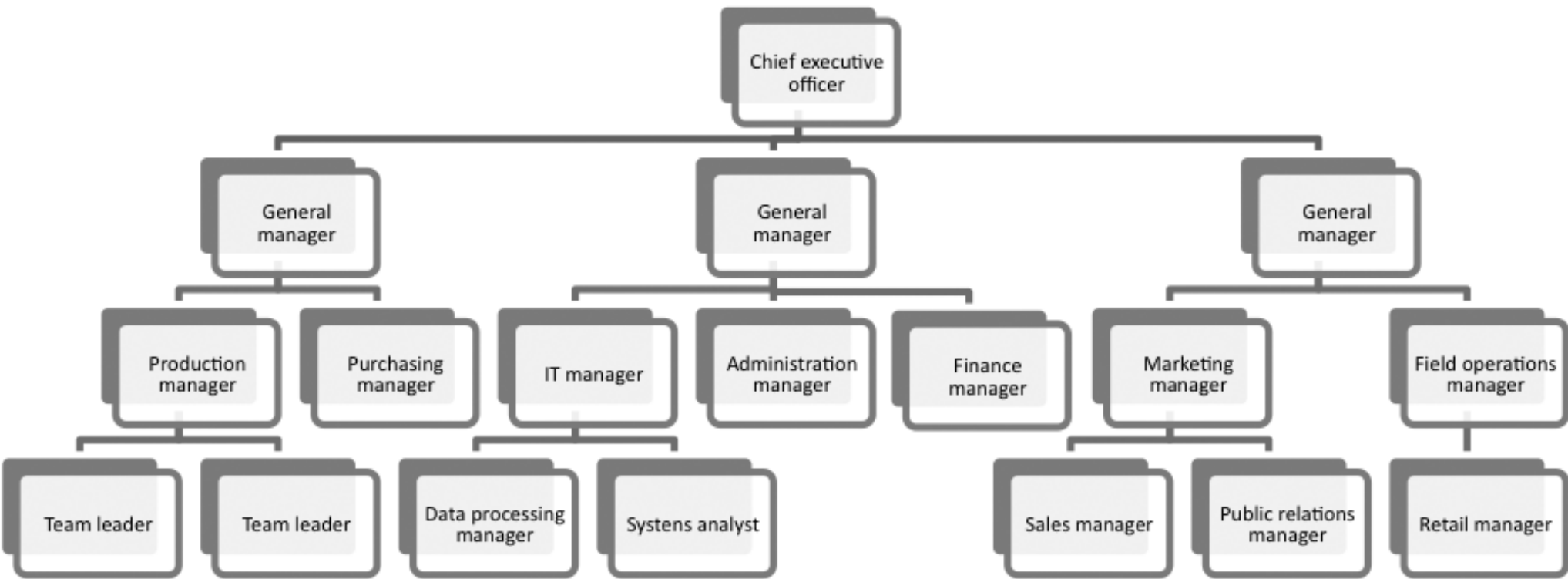
# Organizational Structure







\* Member of Task-force



## Third line: Say your role and value.

“I am a Corporate Accountant,

So I am responsible for preparing financial statements and oversee the company’s budgeting and forecasting.

In my position, I provide advice to support our company’s decision-making”.

Please check:

<https://www.youtube.com/watch?v=235MNImlko>

## Practice and check out the grammar

1. I am a Professor (your profession).
2. I work **in** online education (your field).
3. I work in the Academic department (your department within the organization).
4. I work **for a** University (where you work).



## Practice and check out the grammar

1. I am a Freelancer Journalist (your profession).
2. I run my own business in the communication field (your field).
3. I work **for myself**.

Do you enjoy your job?











## Adjectives to describe your job

Satisfying

Rewarding

Stimulating

Interesting

Challenging

Creative

Overwhelming

Exhausting

Dead-end

Thankless

Soul destroying

Mind-numbing

Write a short essay (max 300 words), with the following information:

1. Introduce yourself and your company.
2. Draw a chart of the division or department where you work.
3. Describe the main duties or responsibilities you have.
4. Describe how do you feel about your job.

Email the essay in word format until June 10<sup>th</sup>.

**END OF THE UNIT**