

## Focused classes available

*In general each class takes 30 minutes*

1. Choose the 5, 10 or 15 \* 30 minute sessions you wish to MASTER.
2. Once your payment is made on our site Email us at [business@learnhotenglish.com](mailto:business@learnhotenglish.com) with your 5, 10 or 15 focused language objectives.

### Grammar

Focused speaking practice to improve your fluency with the following grammar points.

If there's anything else you'd like to practise that you don't see on this list, please let us know.

- Modal verbs (can, could, should, may...)
- Possessive forms (mine, his, hers, theirs..)
- Have got
- The present simple
- How often
- The present continuous
- The present simple & continuous
- The past simple
- Regular past simple verbs
- Irregular past simple verbs
- The past continuous
- The past perfect
- The present perfect
- Futures with *will, going to*, the present continuous
- Comparatives and • Superlatives
- Prepositions
- Question tags
- Indirect questions
- Reported speech
- Conditionals (zero, 1, 2)
- Question formation
- Big numbers, phone numbers, dates, years...
- E-mail and website addresses
- The third conditional
- The passive
- Verbs + prepositions
- Phrasal verbs

### Speaking

#### Situational English

- At the Airport,
- On the Plane
- Going through Customs
- At the Hotel
- At the Travel agent's
- Shopping
- At the Restaurant
- Taxi
- Police
- The Pub
- At the Museum
- At the Train station
- At the Post office

- At the Cinema
- The Nightclub
- At the Coffee shop
- Renting a car
- On the Bus
- Renting a flat
- At the Bank
- At the Chemist's
- At the Hairdresser's
- Giving Directions
- The Car
- Driving in the City
- Driving on the road
- Useful travel expressions

#### Functional language

- Agreeing and Disagreeing
- Asking For and Giving Advice
- Asking For and Giving Directions
- Asking For and Giving Opinions
- Asking and Giving Personal Information
- Asking, Giving and Refusing Permission
- Asking Questions
- Complaining and Apologizing
- Critical Thinking and Problem Solving
- Describing Character and Personality
- Describing People's Appearance
- Describing Places
- Describing Things
- Getting to Know You
- Greeting and Making Introductions
- Holidays
- Indirect Questions
- Invitations
- Making and Responding to Requests
- Making Suggestions
- Small Talk
- Telephoning
- Travel and Transportation

#### Business language

##### The interview

- Tell me about yourself / achievements / key moments
- What are your strengths or weaknesses?
- Why should we choose you for this job? / Why do you want to work here?
- What are your hobbies outside of work?
- Where do you see yourself in five years' time?
- Why are you leaving your current position?
- What are your salary expectations?
- Tell me about a challenging situation and how you overcame it
- What do you know about the company?
- Why should we hire you / What experience can you bring to this job from your previous role?

#### Socialising

- How to get talking to someone (break the ice)
- How to greet someone
- Meeting someone for the first time

- How to Introduce yourself
- How to start a conversation
- Building on the Conversation
- How to make small talk
- Chatting about the weekend
- Getting to know someone
- How to express Emotions in English
- How to respond to comments
- How to be a people magnet in English
- What to do if you forget someone's name
- How to build up the conversation
- How to build rapport
- Chatting about Films or Music
- How to tell stories
- How to tell jokes
- How to arrange a time to meet
- How to make invitations
- How to end a conversation
- Making Plans

### General Business

- The Business Lunch
- The Business Trip
- Networking
- How to introduce yourself quickly
- How to talk about finance
- How to talk about stocks and shares
- How to pitch a business idea
- How to talk about cultural differences
- How to talk about investing
- How to talk about marketing
- How to talk about advertising

### Meetings

- How to start a meeting / objectives / agenda
- How to brainstorm
- How to do a SWOT analysis
- How to give an opinion
- How to make a suggestion
- How to interrupt
- How to debate topics
- How to be persuasive
- Wrapping things up / summarising
- How to end a meeting

### Negotiating

- How to make an offer
- How to negotiate on price
- How to counter an offer
- How to make a concession
- How to make a proposal
- How to counter objections
- How to create rapport
- How to deal with dirty tricks or hard negotiating
- How to win at negotiating
- How to decline an offer
- How to end a negotiation

### Presentations

- How to start a presentation
- How to grab the audience's attention

- Objectives / sign post language
- How to present data
- How to describe changes and trends
- How to use visual aids / supporting data
- How to sell ideas
- How to make the presentation interesting
- How to deal with interruptions
- How to conclude and summarise
- How to end a presentation

### Phone English

- Answering the phone
- Taking / leaving a message
- Dealing with issues over the phone
- How to sell over the phone
- Making a cold call
- How to be persuasive over the phone
- How to do conference calls
- How to end the call

### Writing

- How to write a CV / resumé
- How to write a report
- How to write a cover letter
- How to write a letter of complaint
- How to write story
- How to write a magazine article
- How to write a product description
- How to write a procedure
- How to write instructions
- How to write a film review
- How to write hotel or restaurant review
- How to write newspaper article

### E-mails

- How to write subject headings
- How to start the e-mail
- How to write a sales e-mail
- How to write clearly and concisely
- How to write an e-mail of complaint
- How to pass on information
- How to give details of an event
- How to sign off and close an e-mail

### General vocabulary

- Describing yourself
- Describing your job or studies
- Talking about business
- Talking about politics
- Talking about animals & nature
- Talking about buildings
- Talking about communication
- Talking about my family
- Talking about fashion
- Talking about food
- Talking about entertainment
- Talking about my house
- Talking about my hobbies
- Talking about cinema & television
- Talking about money

- Talking about music
- Talking about school
- Talking about science
- Talking about sport
- Talking about transport
- Talking about technology
- Talking about the environment
- Talking about health
- Talking about art
- Talking about books
- Talking about crime
- Talking about history
- Talking about the world
- Talking about cities
- Talking about humour / comedy
- Talking about travel
- Talking about culture
- Talking about language
- Talking about celebrities / Hollywood
- Talking about the internet

### **Pronunciation**

- 8 Easy ways to improve your Pronunciation
- Connected Speech and Sentence Stress
- Word stress in multi-syllable words
- The schwa sound (a weak sound)
- Sentence stress (stressing key words)
- Weak sounds (function words in sentences)
- Past tense regular verbs pronunciation
- Difficult words to pronounce
- Pronouncing word endings
- Intonation and how it can help you understand
- Minimal pairs – a look at some similar sounds that are often confused – 10 sessions in total.