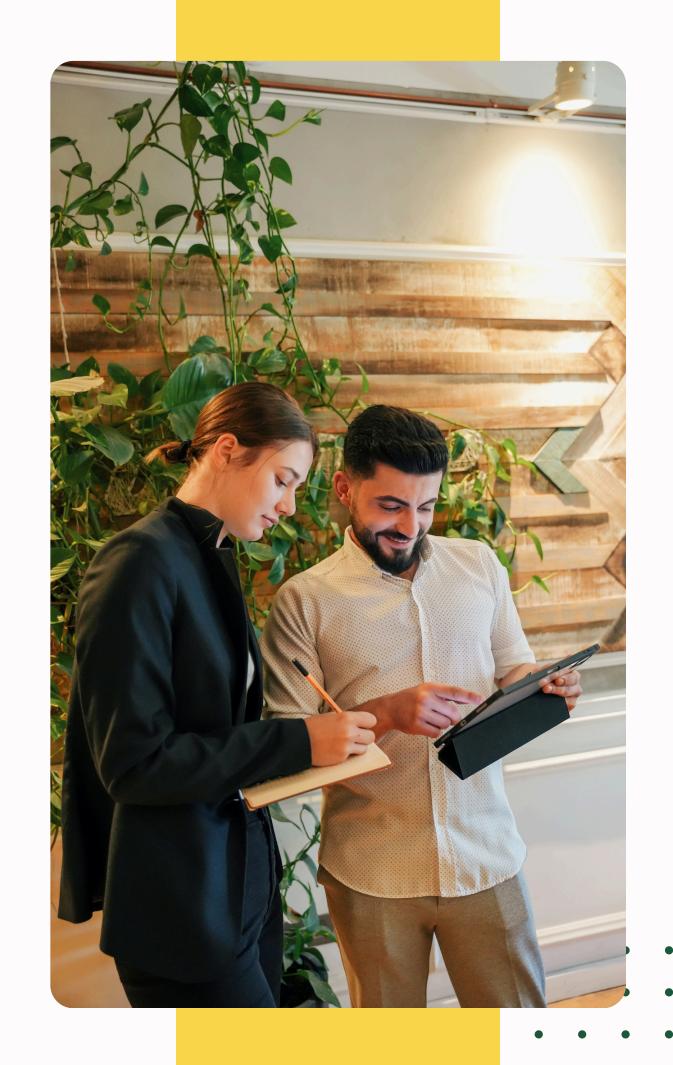


# Business English





# Content

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Working in Global Business

The New World of Work

Al And Automation at Work

Communication in a Digital Office

Modern Management and Leadership



Communicating and collaborating across cultures

#### Language Focus

Cultural awareness, polite communication, teamwork across borders

#### Modern Vocabulary

Global Team, Time zones, cultural norms, miscommunication, international collaboration

#### **Activities**

"Where in the world?"

Planing a global project with colleagues in 3 time zones

"The cultural iceberg" what is visible and what is hidden in business



Changing work culture: Remote, hybrid, flexible

### Language Focus

Talking about job roles and routines

### **Modern Vocabulary**

Hybrid work, asynchronour, work-life-balance

#### **Activities**

"My ideal working day "

Remote vs office work

Workplace routine match-up

Buzzwords of flexible work



Tech trends and the future of jobs

### Language Focus

Describing trends, expressing opinions

### **Modern Vocabulary**

automation, AI tools, digital transformation

#### **Activities**

Watch and discuss: "How AI is chaninging my job"

I think, Form my point of view...

"Will AI take our jobs?"

Present Simple vs. Continous (job tasks vs trends)



Tools, tone and clarity in modern communication

### Language Focus

Email and messaging language

### **Modern Vocabulary**

Slack, tone, notification overload, emoji use at work

#### **Activities**

Rewrite informal messages for clarity

Match tool to situation

Role-play



Flat hierarchies, giving feedback, working with Gen Z

### Language Focus

Describing leadership styles, making suggestions

### **Modern Vocabulary**

micromanagment, autonomy, feedback loop

#### **Activities**

Company culture quiz

Desing "the perfect manager"

Case study: solve a wokrplace conflict

