

Business English



Content

- 01 Working in Global Business
- 02 The New World of Work
- 03 AI And Automation at Work
- 04 Communication in a Digital Office
- 05 Modern Management and Leadership



Day 1

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?”

Planning a global project with colleagues in 3 time zones

“The cultural iceberg” what is visible and what is hidden in business



Day 2

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



Day 3

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 changing my job”

I think, From my point of view...

“Will AI take our jobs ?”

Present Simple vs. Continuous (job tasks vs trends)



Day 4

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



Day 5

Flat hierarchies, giving feedback, working with Gen Z

Language Focus

Describing leadership styles, making suggestions

Modern Vocabulary

micromanagement, autonomy, feedback loop

Activities

Company culture quiz

Designing “the perfect manager”

Case study: solve a workplace conflict

