

Business Benchmark Upper Intermediate Teachers Resource Book

Business Benchmark Upper Intermediate Teachers Resource Book Benchmarking Success A Teachers Guide to Business English at the Upper Intermediate Level For teachers of Business English the Upper Intermediate level presents a unique challenge Students at this level have already acquired a solid foundation in the language but they are eager to bridge the gap between basic communication and professional fluency This is where a comprehensive and engaging resource becomes invaluable Business Benchmark Upper Intermediate Teachers Resource Book is designed to be that resource providing teachers with the tools they need to equip students with the language skills and professional knowledge necessary to succeed in a globalized business environment

Content and Features The Business Benchmark Upper Intermediate Teachers Resource Book is structured to provide teachers with a complete toolkit for effective and engaging lessons

1 Core Skills Development

Reading The resource features a variety of authentic business texts including articles reports emails and presentations These texts are carefully graded to match the level of the students providing them with exposure to the language used in realworld business situations

Writing Teachers will find templates and frameworks for various business writing tasks such as writing emails reports proposals and summaries Students are encouraged to develop their writing skills through practical exercises and realworld case studies

Listening The resource includes audio recordings of authentic business conversations interviews and presentations Students can develop their listening comprehension skills through a variety of activities including notetaking gapfill exercises and comprehension questions

Speaking Interactive activities and roleplay scenarios encourage students to practice their speaking skills in realistic business contexts These activities focus on developing fluency accuracy and confidence in communication

2 Functional Language and Skills

Negotiation Students learn key phrases and strategies for successful negotiation including setting expectations understanding different negotiation styles and reaching winwin solutions

Presentation Skills The resource provides frameworks and tips for delivering effective presentations focusing on structure delivery and visual aids

Meeting Skills Students develop the skills necessary for productive meetings including agenda setting chairing meetings and taking minutes

Telephoning The resource offers practice materials and scenarios for making and receiving business calls focusing on appropriate language and etiquette

Email Communication Students learn the principles of professional email writing including formatting tone and subject lines They practice composing various email types including requests apologies and confirmations

3 Business Topics and Concepts

Management Students explore key management concepts including leadership styles team building and motivation

Marketing The resource provides insights into marketing strategies branding and advertising

Finance Students gain an understanding of key financial concepts including budgeting profit and loss and investment

Globalization The resource explores the challenges and opportunities of operating in a globalized economy

Ethics and Sustainability Students learn about ethical considerations in business and the growing importance of sustainability

4 Teacher Support

Detailed Lesson Plans The resource includes complete lesson plans for each unit providing teachers with clear instructions activities and assessments

Answer Keys and Transcripts Teachers have access

to answer keys and transcripts for all exercises ensuring efficient marking and feedback Additional Resources The resource provides links to online resources such as articles videos and podcasts to further enhance learning and provide realworld context Benefits for Teachers and Students The Business Benchmark Upper Intermediate Teachers Resource Book offers numerous 3 benefits for both teachers and students For Teachers Clear and structured lessons The resource provides a framework for delivering engaging and effective lessons Timesaving materials Preprepared activities and assessments save valuable planning and preparation time Variety and flexibility The resource offers a range of activities to cater to different learning styles and preferences Authentic and relevant content The use of realworld business materials ensures that the lessons are engaging and relevant to students future careers For Students Improved language skills Students develop their proficiency in all four language skills including reading writing listening and speaking Enhanced business knowledge They gain an understanding of key business concepts and practices Practical skills for the workplace Students learn to apply their language skills in realworld business scenarios Increased confidence and motivation The resource provides students with a clear path to achieving fluency and success in their business careers Conclusion The Business Benchmark Upper Intermediate Teachers Resource Book is an essential tool for teachers looking to deliver engaging and effective Business English lessons to Upper Intermediate learners It provides a comprehensive and adaptable resource that equips students with the language skills and professional knowledge necessary to succeed in todays globalized business world By utilizing the materials and resources provided teachers can empower their students to confidently navigate the complex and exciting landscape of international business

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Introduction

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