

SYLLABUS – Engleski I – Market Leader Pre-Intermediate ACCOUNTING AND FINANCE	Trajanje
1. CAREERS Discuss ideas about careers Reading: Ten ways to improve your career – <i>Business Wire</i> Listening: Two people talk about ways to improve your career Skills: Telephoning: making contact Modals 1: ability, requests and offers	3
2. SELLING ONLINE Discuss shopping online Reading: Worry for retailers as web shopping clicks into place – <i>Financial Times</i> Listening: An interview with the Head of E-Commerce at Argos Skills: Negotiating: reaching agreement Modals 2: must, need to, have to, should	2
3. COMPANIES Discuss types of companies Reading: The world's most respected companies – <i>Financial Times</i> Listening: An interview with IKEA's UK Deputy Country Manager Skills: Presenting your company Present Simple and present continuous	2
IN-COURSE TEST	1
REVISION A 4. GREAT IDEAS Discuss ideas Reading: Three articles about great ideas Listening: An interview with the Head of the Innovation Works Skills: Successful meetings Past simple and past continuous	2
5. STRESS Discuss causes of stress Discuss gender-related qualities Discuss and rank stressful jobs Reading: A career change – <i>The AGE</i> Listening: An interview with an authority on stress management Skills: Participating in discussions Past simple and present perfect	2
6. ENTERTAINING Discuss corporate entertaining Reading: Corporate entertainment – <i>CNN</i> Listening: An interview with two experts on corporate entertaining Skills: Socialising: greetings and small talk Multi-word verbs	2
IN-COURSE TEST	1

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REVISION B 7. MARKETING Discuss ideas about marketing Reading: N°5: The Film – <i>Financial Times</i> Listening: An interview with a marketing consultant Telephoning: exchanging information Questions	2
8. PLANNING Discuss planning Reading: Investing in Nizhny Novgorod – <i>Financial Times</i> Listening: An interview with a leading business adviser Skills: Meetings: Interrupting and clarifying Talking about future plans	2
9. MANAGING PEOPLE Discuss qualities and skills of a good manager Reading: Young managers – <i>Financial Times</i> Listening: An interview with a professor of organisational behaviour Skills: Socializing and entertaining Reported speech	2
IN-COURSE TEST	1
REVISION C 10. CONFLICT Quiz on managing conflict Reading: Conflict management – <i>Guardian</i> Listening: An interview with a management consultant Skills: Negotiating: dealing with conflict Conditionals	2
11. NEW BUSINESS Discuss conditions for starting new businesses and public- and private-sector companies Reading: The human touch – <i>Financial Times</i> Listening: An interview with a consultant to new businesses Skills: Dealing with numbers Time clauses	2
12. PRODUCTS Discuss your favourite products Reading: Fruits of the rainforest – <i>Financial Times</i> Listening: Five people talk about the best thing they have ever bought Skills: Presenting a product Passives	3
IN-COURSE TEST	1