BT2

Unit 1 : consulting professional documents

## Objectives

– By the end of this unit, learners will acquire the skill of consulting professional documents. They’ll learn how to scan and anticipate, then, how to do a selective reading, to bring essential information to the fore, and finally how to read analytically.

Lesson 1   
Scan and anticipate

#### Objectives

– Learners will acquire the skills of anticipating and scanning.

#### Contents

* Layout
* Contents, titles, subtitles, footnotes, index, numeration, capitalization.

Lesson 2   
Selective reading and choosing information

#### Objectives

– Learners will acquire the selective reading skills and know how to bring essential information

#### Contents

* Referring to the text (prepositions : below, above, on the top of the page, etc…)
* Current abbreviations
* Chronological markers

Lesson 3   
Analytic reading

#### Objectives

– Learners will acquire the analytic reading skill. They’ll know how to read thoroughly the details of a document.

#### Contents

- Past perfect

- Tag questions

- Compounds (someone, anyone …)

- Self pronouns (myself …)

Unit 2 : Static and dynamic description

## Objectives

– Learners will know how to characterize, quantify, localize, describe processes, and divide into steps and parts in order to find an outline.

Lesson 1  
Characterize and quantify

#### Objectives

– Learners will acquire the ability to use language in describing, particularly in characterizing, quantifying and localizing.

#### Contents

* Adjectives + so / such
* Present participle
* Past participle
* Adverbs of manner
* Adverbs of place
* Quantifiers (a lot of, much, etc…)

Lesson 2   
Describe a process

#### Objectives

– Learners will be able to describe a process that is taking place

#### Contents

* Relative clauses

Lesson 3 :   
Outline a descriptive text

#### Objectives

– Learners will be able to divide a descriptive text into parts or steps and to find its outline.

#### Contents

* Transition words and expressions
* Unit 3 : Explaining

## Objectives

– Learners will be able to justify the usage of a function or process, they’ll be able to establish the cause / effect relationship.

* Lesson 1  
  Usage of a function or a process

#### Objectives

– Learners will know how to justify the usage of a process or a function according to their specialization.

#### Contents

* Adverbs of frequency
* Clauses of purpose
* Causative verbs
* Transition (therefore, hence

Lesson 2   
Cause / effect relation

#### Objective

– Learners will be able to establish the cause - effect relation.

#### Contents

* Comparison of adverbs and adjectives

Lesson 3   
Hypothesis and assumptions

#### Objectives

– Learners will be able to formulate hypothesis an assumption.

#### Contents

* Impersonal you

Unit 4 : Dealing with professional documents

## Objectives

– Learners will be able to work with professional documents related to their specialization (menu, memo, table, chart, handwritten document, promotional and advertising mediums etc…)

Lesson 1  
written document

#### Objective

– Learners will be able to read and understand a handwritten document

#### Contents

* Spelling
* Techniques of note taking

Lesson 2   
Write a memo

#### Objective

– Learners will know how to write a memorandum

#### Contents

* Techniques of a memo
* Conditionals
* Going to - future

Lesson 3   
Outline

#### Objective

– Learners will be able to outline

#### Contents

* Gerund / infinitives
* Strategy of outlining.

Unit 5 : External communication

## Objectives

– Learners will acquire the special skills that they’ll need when they communicate with others, particularly answering the phone, taking notes, exchanging information, chatting and having a job interview.

Lesson 1   
Answer the phone

#### Objectives

– The purpose of this lesson is to let learners acquire the special technique related to the telephone conversation.

#### Contents

* Vocabulary (related to the phone)
* Modals
* Interrogative form
* I’d better, I’d rather …

Lesson2   
Take notes

#### Objectives

Learners will be able to take notes and messages over the phone.

#### Contents

* Obligation and necessity (needn’t - mustn’t …).

Lesson 3   
Exchanging information and chatting

#### Objectives

– Learners will know how to exchange information (questions, answers related to the professional themes) and when to chat (when the conversation stops and they have a sudden silent moment)

#### Contents

#### Tag questions

Lesson 4   
Job interviews / C.V.

#### Objectives

– Learners should be ready for job interview, so they’ll acquire the needed techniques and know how to write a C.V.

#### Contents

* Techniques of a C.V

Unit 6 : Basic commercial writing

## Objectives

– Learners will be able to write basic documents related to commerce and correspondence.

Lesson 1   
Writing basic commercial documents

#### Objectives

– Learners will know how to write a check, a bill, receipt etc.

#### Contents

* Numbers (cardinal, ordinal)

Lesson 2   
Writing a letter

#### Objectives

– Learners will know how to write a simple letter.

#### Contents

* Techniques of formal and informal letters
* Letters of application
* Intensifiers - modifiers ( too - enough)
* Passive / Active.