

Certificado núm. 72/06

CURSO NO CONDUCENTE A TITULACIÓN OFICIAL DE LAS EE.OO.II.

D. Pablo Arroyo Ruiz, Secretario de la Escuela Oficial de Idiomas "Fernando Lázaro Carreter" de Zaragoza, certifica que CARLOS VALLEJO ZUECO con D.N.I. 52446929 ha completado positivamente el curso monográfico

"CURSO DE INICIACIÓN AL INGLÉS COMERCIAL"

Modalidad: A

Duración: 60 horas

Nivel: Intermedio-Superior

Celebrado desde el 18 de octubre de 2005 hasta el 31 de enero de 2006.

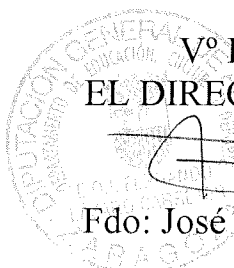
Y para que conste y surta los efectos oportunos expiden la presente certificación en Zaragoza, a treinta y uno de enero de dos mil seis.

Fdo: Pablo Arroyo Ruiz

Vº Bº

EL DIRECTOR,

Fdo: José Miguel García Gimeno.



LEVEL	Intermediate/upper-intermediate
TUITION TIME	60 hrs (30 two-hour sessions)
COMPULSORY ATTENDANCE	60% (36 hours)
DATES	18 October 2005 - 31 January 2006
TIME	19'00-21'00
DAYS	Tuesday + Thursday (+ 6 Fridays)
VENUE	room 12

Week	Business English skill	Topics/Other course components
1 (Oct 18 & 20)	Socialising	Course planning Entry test Communication
2 (Oct 25, 27 & 28)	Letter writing	Communication Numbers & abbreviations
3 (Nov 3 & 4)	Telephoning	Team building
4 (Nov 8 & 10)	Telephoning E-mail writing	Team building
5 (Nov 15 & 17)	Presentations	Model presentation by G. Rhodes Time management
6 (Nov 22, 24 & 25)	Meetings	Time management
7 (Nov 29, Dec 1 & 2)	Travelling	Graphs Conditionals
8 (Dec 13 & 15)	Writing a CV & a covering letter	Employment
9 (Dec 20 & 22)	Writing memos	Customer service
10 (Jan 10, 12 & 13)	Negotiations	Customer service Students' presentations
11 (Jan 17, 19 & 20)	Negotiations	Management Students' presentations
12 (Jan 24 & 26)	Writing a report	Students' presentations
13 (Jan 31)		Exit test Feedback session

Business vocabulary and situational language (suggestions, offers, requests, interruptions, apologies, directness, queries, and so on) will also be studied throughout the course.