

WORK UNIT 2 TELEMATIC BUSINESS COMMUNICATION

We start with
SESSION 1:
TELEMATIC BUSINESS COMMUNICATION

in which we learn

introducing

Sending messages
at the office

about

Formal and informal
email forms

how to
use

Past simple
and past continuous

how to
pronounce

Past tense
pronunciation

We continue with
SESSION 2:
COMMERCIAL LETTER

in which we learn

about

Type of letters

Rules for
business letters

Formal letters

how to
use

Frequency
adverbs

Imperative

useful
vocabulary

Business idioms

Finally, we have some interesting:
COMMUNICATION ACTIVITIES

in which we learn

exercise

Reading

Listening

Speaking

Writing

When you are done with
two Sessions and Communication Activities

1. Don't forget take the
ONLINE FINAL EXAM and
2. Hand in the FINAL TASKS
(Writing/Reading/Listening/Speaking Skills)
to evaluation proces.

Good luck and welcome!