

AST_ING02. TELEMATIC COMMUNICATION.

SESSION 1: TELEMATIC COMMUNICATION.

1. Sending messages at the office.
 1. How can we send emails?
 2. Why is email important?
 3. Now put it into practice.
2. Formal and informal email forms.
 1. What words and sentences should be used in formal and informal emails/letters.
 2. More phrases and words about emails.
 3. Formal and informal examples.
 4. Now put it into practice.
3. Grammar: Past simple and past continuous.
 1. Past simple. Forms and Uses.
 2. Past continuous. Forms and Uses.
 3. Regular verbs.
 4. Irregular verbs.
 5. Now put it into practice.
4. Past tense pronunciation.
 1. Now put it into practice.

SESSION 2: COMMERCIAL LETTER.

1. Types of letters.
 1. Formal Letter of request or enquiry.
 2. Employment or covering letters.
2. Rules for writing a business letter in English.
3. Phrases and words you need: Formal letters.
 1. What date is it today?
 2. Abbreviations and acronyms used in letter writing.
 3. Now put it into practice.
4. Vocabulary. Business idioms.
5. Grammar: Frequency adverbs.
 1. Imperative. Make suggestions.
 2. Now put it into practice.

COMMUNICATION ACTIVITIES.

1. Reading exercise.
2. Listening exercise.
3. Speaking exercise.
4. Writing exercise.

