

# WORK UNIT 3 INTERNAL COMMUNICATION

We start with  
SESSION 1:  
INTERNAL COMMUNICATION

in which we learn

introducing

Building block idioms:  
What's a memo?

useful  
vocabulary

Customer  
services

how to  
pronounce

How to make  
questions

how to  
use

Past simple  
vs.  
Present perfect

We continue with  
SESSION 2:  
WHAT DOES WITH YOUR BODY LANGUAGE SAY?

in which we learn

about

Non-verbal  
communication  
in meetings

useful  
vocabulary

IT vocabulary

how to  
use

Adjectives

Adverbs

revision

A step ahead

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 process.
- Good luck and welcome!