

# AST\_ING06. CORPORATE DOCUMENTS.

## SESSION 1: ADMINISTRATIVE AND COMMERCIAL DOCUMENTATION.

1. Administrative documentation.
2. Filling out common documents in different formats.
3. Budgets and quotations.
  1. Delivery note.
    1. What should be included in a delivery note?
  2. Offers.
    1. Dossiers and promotional material.
    2. What should we include in a company profile?
    3. Test yourself.
  3. Dispatch of goods and acknowledgement of receipts.
  4. Invoices.
    1. How to assign invoice numbers.
    2. What should be included in an invoice?
    3. Financial reports.
  5. Letters requesting payment.
  6. International Trade documentation.
  7. Shipping documents.
    1. Air shipping.
    2. Test your listening skills.
4. Common abbreviations.
5. Business documents – Vocabulary. Summary.
  1. Economic terms.
  2. Clues to understand some verbs at work.
  3. Test yourself.
6. What does it mean to go paperless?
7. Now put it into practice.

## SESSION 2: VOICE MAIL MESSAGES.

1. What to say. Remember it.
2. Words you need: Voicemail. Leaving a voice message on the telephone.
  1. Now put it into practice.
3. Grammar: Prepositions.
  1. Now it's your turn!

## COMMUNICATION ACTIVITIES.

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

