

## **18936 – IDIOMA INSTRUMENTAL II (INGLÉS)**

### **UNIT 1. APPLYING FOR A JOB IN ENGLISH**

Letters of application

CV writing

Job interviews

### **UNIT 2. BUSINESS PRESENTATIONS**

Presentation techniques

Visual aids

Signalling language

### **UNIT 3. INTERNATIONAL TRADE**

Incoterms

Import/Export

Trade fairs

### **UNIT 4. MEETINGS**

The language of meetings

Group discussion skills

### **UNIT 5. NEGOTIATING**

Opening a negotiation

Bargaining

Reaching an agreement

### **UNIT 6. SOCIALIZING: EATING OUT**

Small talk

Business meals

Food and restaurants