

Contenuto dei Corsi

The Language of Telephoning

Lessons are presented in order of difficulty.

	Function	Grammar	Vocabulary	Pronunciation
Taking Messages	Asking someone's identity on the phone	Asking someone's identity on the telephone	Words and phrases connected with telephoning	Stress patterns in common telephone talk
	Saying who you are	Identifying yourself on the phone	Different uses of the word " <i>right</i> "	Intonation in telephone expressions
Checking Details	Using the word " <i>so</i> "	Uses of the word " <i>so</i> "	Words and phrases connected with delivering products and services	Stress patterns in sentences with <i>This</i> and <i>That</i>
	Talking about the past	Past Simple & Present Perfect	Common collocations in business vocabulary	<i>-ed</i> endings

Contents of **The Language of Telephoning** Course cont'd

	Function	Grammar	Vocabulary	Pronunciation
Making Plans	Making requests and offers	Can and could	Want, Need and Look for	Intonation in requests and offers
	Expressing attitude	Discourse markers	Uses of the word " <i>call</i> "	Stress patterns with continuous forms
Solving Problems	Clarifying information	Uses of <i>but</i> and <i>know</i>	Uses of the " <i>just</i> "	Making excuses and apologising – <i>saying sorry</i>
	Explaining yourself	Clarifying requests	Uses of the word <i>back</i>	Intonation patterns in sentences with <i>but</i>
Fixing Problems	Talking about possibility	First conditional	Verbs of speaking	Intonation patterns in First Conditional statements
	Talking about the future	Going to and will	Uses of the word <i>in</i>	Stress patterns in sentences with going to and will

Contents of **The Language of Telephoning** Course cont'd

	Function	Grammar	Vocabulary	Pronunciation
Good Communication	Talking about obligation	Modals of obligation	Positive words	Stress patterns with modals of obligation
	Comparing things	Comparative forms	Uses of the word <i>get</i>	Stress patterns with <i>just</i>
	Talking about ability	Can and could	Negative words	Stress patterns with <i>can</i> and <i>could</i>
	Confirming information	Confirmation checks	The verbs "make" and "do"	Common short replies

Contents of **The Language of Telephoning** Course cont'd

	Function	Grammar	Vocabulary	Pronunciation
Telesales	Asking for things	Making polite requests	Word-building	Intonation of requests, offers and questions
	Talking about the present	Present Simple and Present Continuous	Compound nouns	Final -s forms
	Expressing quantity	Quantifiers	Adverb and adjective collocations	Unstressed <i>of</i>
	Checking Information	Questions tags	Financial terms	Intonation of question tags
	Talking about possibility	First and second conditional	Financial terms	Intonation of first and second conditional forms

The Language of Presentations

Lessons are presented in order of difficulty.

	Function	Grammar	Vocabulary	Pronunciation
Opening a Talk	Various	-ing and infinitive verb combinations	Idiomatic phrases	Common presentation phrases
Selling the Product	Giving numbers and quantities	Countable and uncountable terms	A set of idioms	Countable and uncountable dictation
	Various functions	Wh-clauses	Collocation of the word money	Wh-clauses dictation
Selling Yourself	Making requests	Using imperatives	A set of compound adjectives	Language of comparisons dictation
	Being polite and indirect	Using passives	A set of compound nouns	Passive forms dictation

Contents of **The Language of Presentations** Course cont'd

	Function	Grammar	Vocabulary	Pronunciation
Selling the Concept	Making comparisons	Comparatives and superlatives	Financial terms nouns	Idioms and phrasal verbs dictation
	Defining concepts and ideas	Relative clauses	A set of compound nouns	Discourse marker dictation
	Talking about likes and preferences	Like, would like, would rather and would prefer	Financial terms-nouns and verbs	Common presentation expressions
Selling Techniques	Talking about possibilities	Usage of the verbs "can" and "may"	A set of compound nouns	Modal verb dictation
	Linking ideas	Using conjunctions	Adjectives with a positive connotation	Idioms dictation

Contents of **The Language of Presentations** Course cont'd

	Function	Grammar	Vocabulary	Pronunciation
Handling Questions	Talking about obligations	Modal verbs	A set of compound nouns	Modal verbs dictation
	Talking about the past	Irregular verbs	A set of idioms	Irregular verbs dictation
	Talking about past experiences	Present perfect	Collocations of the word "business"	Contracted forms of "have"
	Giving opinions and stating beliefs	To know and to think	A set of phrasal verbs	Opinions and beliefs dictation

Contents of **The Language of Presentations** Course cont'd

	Function	Grammar	Vocabulary	Pronunciation
Handling Friction	Talking about consequences	Usage of the words so and then	A set of common idioms	Common sequencers
	Being polite	Reported speech	Collocations of the word company	Verbs of speaking
	Being clear	I mean, actually, etc.	Collocations of the word job	Modal verbs dictation
	Talking about the future	Usage of future forms	Sports and locations	Future forms dictation
	Disagreeing and arguing	Usage of however and but	A set of common idioms	Idioms dictation

The Language of Meetings

Lessons are presented in order of difficulty.

	Function	Grammar	Vocabulary	Pronunciation
Leading Questions	Asking open questions	Usage of Wh-questions	Uses of the word <i>deal</i>	Intonation of Wh-questions
	Talking about the past	Usage of past forms	The vocabulary of conflict	Past forms dictation
	Problem Solving	Verbs followed by infinitive	The vocabulary of problem solving	Infinitive forms and <i>-ing</i> forms
	Talking about numbers	Usage of <i>each, every</i> and <i>all</i>	Degrees of certainty	Intonation of clauses with the word <i>but</i>

Contents of **The Language of Meetings** Course cont'd

	Function	Grammar	Vocabulary	Pronunciation
Handling Hostility	Clarifying information	Question tags	Uses of the word <i>rule</i>	Intonation of question tags
	Reporting	Reporting verbs	The vocabulary of employment	Reporting verbs dictation
	Talking about requirements	Usage of the verbs <i>want</i> , <i>need</i> and <i>look for</i>	Uses of phrasal verbs	<i>Want, need, look for</i> dictation
Effective Meetings	Talking about the future	Usage of <i>going to</i> and <i>will</i>	Uses of the word <i>make</i>	Future forms dictation
	Talking about possibilities	Usage of 1st and 2nd conditionals	Uses of the word <i>point</i>	Intonation of conditionals
	Giving feedback	Discourse markers with <i>say</i> and <i>tell</i>	Uses of <i>have got</i>	Discourse marker dictation
	Talking about the past and present	Uses of the past simple and present perfect	Uses of the word <i>run</i>	Stress patterns in past forms

Contents of **The Language of Meetings** Course cont'd

	Function	Grammar	Vocabulary	Pronunciation
Being a Leader	Being polite	Various forms	Sporting metaphors	Stress patterns in idioms
	Considering problems	The relative pronoun <i>which</i>	The vocabulary of meetings	Relative pronoun dictation
	Talking about possibilities	Usage of Wh-clauses	Commonly used idioms	Wh-clause dictation
	Making comparisons	Usage of <i>as</i> and <i>like</i>	Common collocations	Stress patterns in modal verbs
	Talking about possibilities	Various modal verbs	Commonly used idioms	Modal verbs dictation
	Talking about intentions and making predictions	Usage of <i>will</i>	Titles and positions	Language used by the Chair

The Language of Negotiating

Lessons are presented in order of difficulty.

	Function	Grammar	Vocabulary	Pronunciation
Analysing Needs	Asking for things	Making requests	Useful phrases and idioms	Pronunciation of the schwa sound
	Sequencing information	Uses of sequencers / linking words	Idioms using <i>hand</i>	Stress patterns in sentences with discourse markers
	Talking about ability and possibility	Uses of <i>can</i>	Verbs used to express <i>time</i>	Pronunciation of <i>can</i>
Price Objections	Talking about the future	Going to	Make vs. Do	Pronunciation of <i>going to</i>
	Expressing requirements	Verbs used for expressing requirement	Financial terms	Identifying stress patterns in words

Contents of **The Language of Negotiating** Course cont'd

	Function	Grammar	Vocabulary	Pronunciation
Handling Objections	Polite disagreement	Uses of <i>but</i>	Phrases of similar meaning	Intonation of polite disagreement
	Talking about obligation	Modals of obligation	Verbs of thinking	Pronunciation of auxiliary verbs
Hostile Clients	Making offers and promises	Use of discourse markers	Phrasal verbs with <i>up</i>	Pronunciation of <i>will</i>
	Expressing attitudes	Uses of <i>will</i> in offers and promises	Types of <i>-ing</i> constructions	Stress patterns in sentences

Contents of **The Language of Negotiating** Course cont'd

	Function	Grammar	Vocabulary	Pronunciation
Solving Problems	Checking information	Question tags	Phrasal verbs with <i>out</i>	Intonation of question tags
	Checking Information 3	Using confirmation checks	Use of quantifiers	Intonation of confirmation checks
	Asking questions	Uses of <i>Wh</i> -questions	Financial Terms	Intonation of <i>Wh</i> -questions

Contents of **The Language of Negotiating** Course cont'd

	Function	Grammar	Vocabulary	Pronunciation
Reaching Agreement	Talking about the past	Present perfect and past simple	Uses of <i>at</i> in set phrases	Pronunciation of the verb <i>to have</i>
	Talking about the present	Present simple and present continuous	Nouns with negative meanings	Pronunciation of the verb <i>to be</i>
	Making suggestions	Revision of suggestions	Adjectives with negative meanings	Pronunciation of -ed endings in past tense regular verbs
	Making suggestions	Forms of suggestions	Uses of <i>get</i> in set phrases	Pronunciation of suggestions

Contents of **The Language of Negotiating** Course cont'd

	Function	Grammar	Vocabulary	Pronunciation
Meeting to Decide	Being polite	Uses of discourse markers in spoken sentences	Phrasal verbs with <i>get</i>	Pronunciation of discourse markers
	Using discourse markers	This, that and it	Words used as substitutes in sentences	Stress patterns of <i>that</i>
	Being polite	Use of modal verbs	Uses of <i>just</i>	Stress patterns of modal verbs
	Various	Use of Modals <i>should and would</i>	Verbs of speaking	Pronunciation of modal
	Various	Noun phrases using <i>what</i>	Uses of <i>get</i>	Intonation of <i>what</i> constructions
	Talking about the future	Uses of will	Uses of the verb <i>see</i>	Intonation of signalling agreement

Contents of **The Language of Negotiating** Course cont'd

	Function	Grammar	Vocabulary	Pronunciation
Meeting to Agree	Being certain	Uses of the verb <i>know</i>	Useful phrases and idioms	Pronunciation of conditionals
	Checking information	The use of discourse markers	Words ending in "-ion"	Intonation of discourse markers
	Talking about possibility	Review of the first conditional	Words ending in "-ment"	Intonation in first conditional sentences
	Clarifying information	Clarification requests	Words ending in "-ty"	Pronunciation of clarification requests

Grammar On-Line

Il corso Abacus è il primo corso di grammatica inglese on-Line. I corsi di grammatica tradizionali mirano allo sviluppo delle capacità scritte dello studente. Abacus ha creato un corso che permette agli studenti di concentrarsi sulla grammatica e che può aiutarli a sviluppare le proprie abilità linguistiche a livello orale. L'enfasi degli esercizi è posta sullo sviluppo dell'aspetto orale della lingua inglese. Ci sono molte esercitazioni che mirano allo sviluppo dell'accuratezza e cortesia della lingua inglese. Gli esercizi sono presentati in ordine di difficoltà, dal livello basico all'avanzato e sono presi da tutti i moduli (Meetings, Negotiating, Presentations and Telephoning) della serie Let's Do Business.

Unit	Exercise
Unit 1	Countable and uncountable terms
Unit 2	Present Simple and Present Continuous 1
Unit 3	Present Simple and Present Continuous 3
Unit 4	Present Simple and Present Continuous 2
Unit 5	Past Simple & Present Perfect 1
Unit 6	Past Simple & Present Perfect 2
Unit 7	Past Simple & Present Perfect 3
Unit 8	Present perfect
Unit 9	Usage of past forms
Unit 10	Irregular verbs
Unit 11	Going to and will 1
Unit 12	Going to and will 2
Unit 13	Uses of will 1
Unit 14	Uses of will 2
Unit 15	Uses of will in offers and promises
Unit 16	Going to
Unit 17	Usage of future forms
Unit 18	Uses of wh-questions
Unit 19	Uses of wh-questions
Unit 20	Can and could 1
Unit 21	Can and could 2
Unit 22	Making requests
Unit 23	Uses of can
Unit 24	Use of modals 1
Unit 25	Usage of can and may
Unit 26	Various modal verbs
Unit 27	Making polite requests
Unit 28	Modals of obligation 1
Unit 29	Modals of obligation 2
Unit 30	Modals of obligation 3
Unit 31	Use of Modals 2 should and would
Unit 32	Verbs used for expressing requirements
Unit 33	Usage of the verbs want, need and look for
Unit 34	Revision of suggestions
Unit 35	Forms of suggestions
Unit 36	Comparative forms
Unit 37	Comparatives and superlatives
Unit 38	Like, would like, would rather and would prefer

Contents of Let's Do Business Grammar On-Line Edition cont'd

Unit 39	Using imperatives
Unit	Exercise
Unit 40	Using conjunctions
Unit 41	Uses of but
Unit 42	Usage of however and but
Unit 43	Uses of sequencers / linking words
Unit 44	Uses of so
Unit 45	Usage of the words so and then
Unit 46	Usage of as and like
Unit 47	Quantifiers
Unit 48	Usage of each, every and all
Unit 49	This, that and it
Unit 50	Question tags 1
Unit 51	Question tags 2
Unit 52	Question tags 3
Unit 53	First conditional
Unit 54	First and second conditional
Unit 55	Review of the first conditional
Unit 56	Uses of discourse markers in spoken sentences
Unit 57	Usage of 1st and 2nd conditionals
Unit 58	Various forms
Unit 59	Uses of the verb know
Unit 60	To know and to think
Unit 61	Discourse markers
Unit 62	The use of discourse markers
Unit 63	Use of discourse markers
Unit 64	I mean, actually, etc.
Unit 65	Clarifying requests
Unit 66	Confirmation checks
Unit 67	Clarification requests
Unit 68	Using confirmation checks
Unit 69	Uses of the verb "to know"
Unit 70	Noun phrases using what
Unit 71	Wh-clauses
Unit 72	Commonly used idioms 1
Unit 73	Discourse markers with say and tell
Unit 74	Reporting verbs
Unit 75	Reported speech
Unit 76	The vocabulary of problem solving
Unit 77	ing and infinitive verb combinations
Unit 78	Using passives
Unit 79	The vocabulary of meetings
Unit 80	Relative clauses
Unit 81	Identifying yourself on the phone
Unit 82	Asking someone's identity on the telephone

Listening & Pronunciation Practice On-Line

Il corso Listening and Pronunciation Practice course ha lo scopo di aiutare lo studente a capire le costruzioni e le frasi usate più frequentemente a livello orale e di dare la possibilità di mettere in pratica tali espressioni nel relativo contesto. Gli esercizi sono presentati in ordine di difficoltà, dal livello basilico all'avanzato e sono presi da tutti i moduli (Meetings, Negotiating, Presentations and Telephoning) della serie Let's Do Business. Come capire più rapidamente le persone di madrelingua inglese e come presentarsi in maniera chiara.

Gli esercizi di pronuncia si basano sulla lingua parlata, concentrandosi sulle frasi piuttosto che sui suoni dei termini.

Unit	Exercise
Unit 1	To have 1
Unit 2	To have 2
Unit 3	To be
Unit 4	Continuous (-ing) forms
Unit 5	-Ed endings in past tense regular verbs
Unit 6	-Ed endings
Unit 7	Irregular verbs
Unit 8	Past forms 1
Unit 9	Past forms 2
Unit 10	Will
Unit 11	Going to
Unit 12	Future forms 1
Unit 13	Future forms 2
Unit 14	Going to and will
Unit 15	Wh-questions 1
Unit 16	Wh-questions 2
Unit 17	Schwa 1
Unit 18	Schwa 2
Unit 19	But 1
Unit 20	But 2
Unit 21	Countable and uncountable words
Unit 22	Comparisons
Unit 23	Contracted sounds
Unit 24	Auxiliary verbs
Unit 25	Requests and offers
Unit 26	Can and could
Unit 27	Can
Unit 28	Requests, offers and questions
Unit 29	Modals of obligation
Unit 30	Modal verbs 1
Unit 31	Modal verbs 2
Unit 32	Modal verbs 3
Unit 33	Modal verbs 4
Unit 34	Modal verbs 5
Unit 35	Modal verbs 6
Unit 36	Modal verbs 7
Unit 37	Want, need, & look for
Unit 38	"This" and "that"

Contents of **Let's Do Business Listening and Pronunciation Practice On-Line Edition** cont'd

Unit	Exercise
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Unit 39	"That"
Unit 40	First conditional statements
Unit 41	First conditional statements
Unit 42	First and second conditional forms
Unit 43	Conditionals
Unit 44	Question tags 1
Unit 45	Question tags 2
Unit 46	Question tags 3
Unit 47	"Just"
Unit 48	Making excuses and apologising
Unit 49	Common short replies
Unit 50	Discourse markers 1
Unit 51	Discourse markers 2
Unit 52	Discourse markers 3
Unit 53	Discourse markers 4
Unit 54	Discourse markers 5
Unit 55	"What" clauses 1
Unit 56	"What" clauses 2
Unit 57	Signalling agreement
Unit 58	Polite disagreement
Unit 59	Confirmation checks
Unit 60	Clarification requests
Unit 61	Identifying stress patterns in words
Unit 62	Stress patterns in sentences
Unit 63	Verbs of speaking.
Unit 64	Reporting verbs
Unit 65	Opinions and beliefs
Unit 66	Suggestions
Unit 67	Passive forms
Unit 68	Idioms 1
Unit 69	Idioms 2
Unit 70	Idioms 3
Unit 71	Idioms and phrasal verbs
Unit 72	Common presentation phrases
Unit 73	Common presentation expressions
Unit 74	Common expressions used by the Chair at meetings
Unit 75	Common telephone expressions
Unit 76	Common telephone talk

Vocabulary On-Line Edition

Il corso Abacus sul lessico si basa sull'analisi dei termini, delle frasi e delle strutture più frequentemente utilizzate nel mondo del lavoro (rispondere al telefono, partecipare a convegni o presentazioni ed espressioni legate al mondo degli acquisti e delle vendite) e nei paesi di lingua inglese (Australia, Gran Bretagna e Stati Uniti). Inoltre molti esercizi si concentrano sull'utilizzo appropriato dei vocaboli, delle frasi e delle strutture all'interno di un contesto lavorativo. Gli esercizi sono presentati a seconda della difficoltà, dal livello básico all'avanzato e sono presi da tutti i moduli (Meetings, Negotiating, Presentations e Telephoning) della serie Let's Do Business. Utile per imparare a esprimersi in modo chiaro e accurato.

Unit	Exercise
Unit 1	Uses of the word "get" 1
Unit 2	Uses of the word "get" 2
Unit 3	Uses of "get" in set phrases
Unit 4	Phrasal verbs with the word "get"
Unit 5	Make and Do
Unit 6	Make and Do
Unit 7	Uses of the word "to make"
Unit 8	-Ed & -ing endings
Unit 9	Uses of "have got"
Unit 10	Use of quantifiers
Unit 11	Uses of the word "right"
Unit 12	Uses of the word "just" 1
Unit 13	Uses of the word "just" 2
Unit 14	Verbs used to express time
Unit 15	Uses of the word "back"
Unit 16	Uses of the word "in"
Unit 17	Uses of the word "run"
Unit 18	Uses of "at" in set phrases
Unit 19	Words used as substitutes in sentences
Unit 20	Uses of the verb "to see"
Unit 21	Word-building
Unit 22	Words ending in -ty
Unit 23	Words ending in -ion
Unit 24	Words ending in -ment
Unit 25	Uses of the word "rule"
Unit 26	Uses of the word "call"
Unit 27	Uses of the word "point"
Unit 28	Uses of the word deal
Unit 29	Want, need and look for
Unit 30	Verbs of speaking 1
Unit 31	Verbs of speaking 2
Unit 32	Positive words
Unit 33	Negative words
Unit 34	Nouns with negative meanings
Unit 35	Adjectives with negative meanings
Unit 36	Degrees of certainty
Unit 37	Verbs of thinking
Unit 38	Phrases of similar meaning

Contents **Let's Do Business Vocabulary On-Line Edition** cont'd

Unit	Exercise
Unit 39	Adjectives with a positive connotation
Unit 40	Types of – ing constructions
Unit 41	Infinitive forms and – ing forms
Unit 42	Wh-clause dictation
Unit 43	Relative pronoun dictation
Unit 44	Common collocations in business vocabulary
Unit 45	Collocations
Unit 46	Adverb and adjective collocations
Unit 47	Collocations of the word "company"
Unit 48	Collocations of the word "money"
Unit 49	Collocations of the word "job"
Unit 51	Idiomatic phrases.
Unit 52	Useful phrases and idioms 1
Unit 53	Useful phrases and idioms 2
Unit 54	A set of common idioms 1
Unit 55	A set of common idioms 2
Unit 56	A set of common idioms 3
Unit 57	A set of common idioms 5
Unit 58	A set of common idioms 4
Unit 59	Idioms using the word "hand"
Unit 60	Uses of phrasal verbs
Unit 61	A set of phrasal verbs
Unit 62	Phrasal verbs with the word "up"
Unit 63	Phrasal verbs with the word "out"
Unit 64	A set of compound nouns
Unit 65	A set of compound nouns
Unit 66	A set of compound nouns
Unit 67	A set of compound nouns
Unit 68	A set of compound verbs
Unit 69	A set of compound adjectives
Unit 70	Financial terms 1
Unit 71	Financial terms 2
Unit 72	Financial Terms 3
Unit 73	Financial terms 4
Unit 74	Financial terms-nouns
Unit 75	Financial terms-nouns and verbs
Unit 76	Titles and positions
Unit 77	Sports and locations
Unit 78	Sporting metaphors
Unit 79	Words and phrases connected with delivering products and services
Unit 80	Words and phrases connected with telephoning
Unit 81	The vocabulary of conflict
Unit 82	The vocabulary of employment