

Rosetta
Stone®



English for Health Care

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Course Contents

This course will enable you to develop specialized vocabulary for working effectively in the medical and health-care fields. Based on professional interactions and documents, the lessons feature a variety of activities and target key subject areas, including patient care, anatomy, as well as hospital practices and procedures. For all language levels.

General Anatomy

The Language Program General Anatomy will enable you to discover and develop specialized yet accessible vocabulary related to the human body.

Length: 06:15

Throughout the Body 00:34

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to general anatomy |
| Targeted Skills | - Reading |
| Lexical Groups | - Human body (bone, limb, orifice, ...) |

Head and Neck 00:36

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to general anatomy |
| Targeted Skills | - Reading |
| Lexical Groups | - Human body (hair, scalp, pharynx, ...) |

The Face 00:37

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to general anatomy |
| Targeted Skills | - Reading |
| Lexical Groups | - Human body (eye, eardrum, pinna, ...) |

Back and Torso 00:35

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to general anatomy |
| Targeted Skills | - Reading |
| Lexical Groups | - Human body (back, navel, thorax, ...) |

Arms, Shoulders, Pelvis, and Legs 00:36

Overall Objective - Understanding specialized vocabulary related to general anatomy

Targeted Skills - Reading

Lexical Groups - Human body (arm, tailbone, shin, ...)

Hands and Feet 00:36

Overall Objective - Understanding specialized vocabulary related to general anatomy

Targeted Skills - Reading

Lexical Groups - Human body (foot, pinkie, phalanx, ...)

Podiatry: Anatomy of the Foot 00:34

Overall Objective Understanding specialized vocabulary related to the anatomy of the human foot

Lexical Groups - Human body
- The skeletal system

Organs and Their Parts 00:34

Overall Objective - Understanding specialized vocabulary related to general anatomy

Targeted Skills - Reading

Lexical Groups - Human body (foot, pinkie, phalanx, ...)

Circulation 00:32

Overall Objective - Understanding specialized vocabulary related to general anatomy

Targeted Skills - Reading

Lexical Groups - Human body (blood, heart valve, myocardium, ...)

Reproduction 00:31

Overall Objective - Understanding specialized vocabulary related to general anatomy

Targeted Skills - Reading

Lexical Groups - Human body (ovary, prostate, cervix, ...)

Major Organ Systems

The Language Program Major Organ Systems will enable you to discover and develop specialized yet accessible vocabulary related to the anatomy of the human body's major organ systems, such as the nervous system, the skeletal system, and the digestive system.

Length: 09:34

The Central Nervous System 00:53

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to the major organ systems |
| Targeted Skills | - Reading |
| Lexical Groups | - The nervous system (arachnoid, corpus callosum, temporal lobe, ...) |

The Peripheral Nervous System 00:52

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to the major organ systems |
| Targeted Skills | - Reading |
| Lexical Groups | - The nervous system (abducens nerve, neuromuscular junction, sacral plexus, ...) |

The Skeletal System 00:45

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to the major organ systems |
| Targeted Skills | - Reading |
| Lexical Groups | - The skeletal system (occipital bone, ilium, synovial fluid, ...) |

The Muscular System 00:56

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to the major organ systems |
| Targeted Skills | - Reading |
| Lexical Groups | - The muscular system (biceps, gastrocnemius, sternocleidomastoid, ...) |

The Digestive System 00:57

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to the major organ systems |
| Targeted Skills | - Reading |
| Lexical Groups | - The digestive system (cardia, jejunum, caudate lobe, ...) |

The Circulatory System 01:02

- | | |
|-------------------|--|
| Overall Objective | - Understanding specialized vocabulary related to the major organ systems |
| Targeted Skills | - Reading |
| Lexical Groups | - The circulatory system (aortic valve, basilar artery, inferior vena cava, ...) |

The Respiratory System 01:04

- Overall Objective
- Understanding specialized vocabulary related to the major organ systems
- Targeted Skills
- Reading
- Lexical Groups
- The respiratory system (bronchus, pleura, pulmonary vein, ...)

The Endocrine System 01:05

- Overall Objective
- Understanding specialized vocabulary related to the major organ systems
- Targeted Skills
- Reading
- Lexical Groups
- The endocrine system (neurohypophysis, pineal gland, progesterone, ...)

The Urinary System 00:59

- Overall Objective
- Understanding specialized vocabulary related to the major organ systems
- Targeted Skills
- Reading
- Lexical Groups
- The urinary system (glomerulus, nephron, ureter, ...)

The Reproductive System 00:58

- Overall Objective
- Understanding specialized vocabulary related to the major organ systems
- Targeted Skills
- Reading
- Lexical Groups
- The reproductive system (corpus spongiosum, infundibulum, vas deferens, ...)

Medical Research Documents

The Language Program Medical Research Documents will enable you to discover and develop specialized yet accessible vocabulary related to the structure and composition of scientific articles in the medical profession.
Length: 03:16

Scientific Writing 00:30

- | | |
|-------------------|---|
| Overall Objective | - Understanding a scientific article and its structure |
| Targeted Skills | - Reading |
| Lexical Groups | - Scientific research
- Health problems & diseases
- Quantities |

Scientific Abstracts 00:25

- | | |
|-------------------|---|
| Overall Objective | - Understanding the structure and composition of scientific abstracts |
| Targeted Skills | - Reading |
| Lexical Groups | - Scientific research
- Comparison & contrast
- Logic & reasoning |

Debate on a Scientific Article 00:30

- | | |
|-------------------|--|
| Overall Objective | - Understanding vocabulary related to arguments in scientific research |
| Targeted Skills | - Reading |
| Lexical Groups | - Logic & reasoning
- Assessment of a situation |

Medical Research: Material and Methods 00:26

- | | |
|-------------------|--|
| Overall Objective | - Understanding specialized vocabulary related to medical research |
| Targeted Skills | - Reading |
| Lexical Groups | - Scientific research |

Medical Study Results 00:22

- | | |
|-------------------|--|
| Overall Objective | - Understanding specialized vocabulary related to medical research results |
| Targeted Skills | - Reading |
| Lexical Groups | - Scientific research
- Description of a place |

Medical Poster Presentation 00:35

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to presenting a scientific or medical poster |
| Targeted Skills | - Reading
- Listening |
| Lexical Groups | - Scientific research
- Logic & reasoning
- Speaking |

Public Health 00:28

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to public health |
| Targeted Skills | - Reading |
| Lexical Groups | - Scientific research
- Risks
- Treatment, care & medical procedures
- Resolution & handling of problems |

Patient Care

The Language Program Patient Care will enable you to discover and develop specialized yet accessible vocabulary related to taking a patient's medical history, preoperative and postoperative care, as well as pain assessment and management.

Length: 16:04

A Hospital Visit 00:35

- | | |
|-------------------|--|
| Overall Objective | - Understanding specialized vocabulary related to hospital departments and areas |
| Targeted Skills | - Reading
- Listening |
| Lexical Groups | - Places where medicine is practiced |

Hospital Admissions 00:25

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to hospital admission procedures |
| Targeted Skills | - Reading
- Listening |
| Lexical Groups | - Places where medicine is practiced
- Information & inquiries |

Patient Medical History 00:30

- | | |
|-------------------|--|
| Overall Objective | - Understanding specialized vocabulary related to taking a patient's medical history |
| Targeted Skills | - Reading
- Listening |
| Lexical Groups | - Medical tests
- Medicine
- Health problems & diseases
- Information & inquiries
- Personal information
- Quantities |

Patient's Hospital Room 00:28

- | | |
|-------------------|--|
| Overall Objective | - Understanding specialized vocabulary related to patients' rooms in a hospital |
| Targeted Skills | - Reading
- Listening |
| Lexical Groups | - Medical equipment
- Places where medicine is practiced
- Linens
- Furniture
- Hygiene
- Careers in health |

Preoperative and Postoperative Care 00:27

- Overall Objective
 - Understanding situations related to medical operations
- Targeted Skills
 - Reading
 - Listening
- Lexical Groups
 - Treatment, care, & medical procedures
 - Places where medicine is practiced

Intensive Care 00:29

- Overall Objective
 - Understanding specialized vocabulary related to intensive care
- Targeted Skills
 - Reading
 - Listening
- Lexical Groups
 - Treatment, care & medical procedures
 - Medical equipment

Anesthesia 00:58

- Overall Objective
 - Understanding situations related to anesthesia
- Targeted Skills
 - Reading
 - Listening
- Lexical Groups
 - Medical equipment
 - Treatment, care & medical procedures
 - Health problems & diseases
 - Chemistry

Nosocomial Infections 00:31

- Overall Objective
 - Understanding situations related to nosocomial infections
- Targeted Skills
 - Reading
- Lexical Groups
 - Treatment, care & medical procedures
 - Health problems & diseases
 - Hygiene

In-Home Care 00:26

- Overall Objective
 - Understanding specialized vocabulary related to in-home health care
 -
- Targeted Skills
 - Reading
- Lexical Groups
 - Health problems & diseases
 - Medical equipment
 - Treatment, care, & medical procedures
 - Household fixtures
 - Places where medicine is practiced

Geriatric Care 00:36

- | | |
|-------------------|--|
| Overall Objective | - Understanding specialized vocabulary related to geriatric care |
| Targeted Skills | - Reading |
| Lexical Groups | - Health problems & diseases
- Medical equipment
- Treatment, care, & medical procedures |

Palliative and End-of-Life Care 00:28

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to palliative and end-of-life care |
| Targeted Skills | - Reading
- Listening |
| Lexical Groups | - Health problems & diseases
- Treatment, care, & medical procedures |

Pain Assessment 00:29

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to pain assessment |
| Targeted Skills | - Reading
- Listening |
| Lexical Groups | - Description and characterization |

Pain Management 00:27

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to pain management |
| Targeted Skills | - Reading
- Listening |
| Lexical Groups | - Medication
- Treatment, care, & medical procedures |

Physical Therapy 00:33

- | | |
|-------------------|--|
| Overall Objective | - Understanding specialized vocabulary related to physical therapy |
| Targeted Skills | - Reading
- Listening |
| Lexical Groups | - Medical equipment
- Treatment, care, & medical procedures
- Human body
- Health problems & diseases |

Scope and Practices of Physical Medicine and Rehabilitation 00:29

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to physical rehabilitation |
| Targeted Skills | - Reading |
| Lexical Groups | - Medical equipment
- Treatment, care, & medical procedures
- Careers in health |

Rehabilitation Therapies 00:31

- | | |
|-------------------|--|
| Overall Objective | - Understanding specialized vocabulary related to physical rehabilitation |
| Targeted Skills | - Reading
- Listening |
| Lexical Groups | - Medical equipment
- Health problems & diseases
- Treatment, care, & medical procedures |

Gynecology 00:26

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to gynecology |
| Targeted Skills | - Reading
- Listening |
| Lexical Groups | - Medical equipment
- Health problems & diseases
- Treatment, care & medical procedures
- Human body |

Pediatrics 00:36

- | | |
|-------------------|--|
| Overall Objective | - Understanding specialized vocabulary related to pediatrics |
| Targeted Skills | - Reading
- Listening |
| Lexical Groups | - Description of a person
- Health problems & diseases
- Medical equipment |

Mental Health and Disorders 00:29

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to mental health and disorders |
| Targeted Skills | - Reading
- Listening |
| Lexical Groups | - Health problems & diseases
- Behavior & human relations
- Specification of degree
- Feelings
- Treatment, care & medical procedures |

Substance Abuse and Addiction 00:29

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to substance abuse and addiction |
| Targeted Skills | - Reading
- Listening |
| Lexical Groups | - Treatment, care & medical procedures
- Health problems & diseases |

Preventive Care 00:29

- | | |
|-------------------|--|
| Overall Objective | - Understanding specialized vocabulary related to prevention and preventive care |
| Targeted Skills | - Reading
- Listening |
| Lexical Groups | - Health problems & diseases
- Treatment, care & medical procedures |

Sexually Transmitted Infections 00:25

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to sexually transmitted infections |
| Targeted Skills | - Reading |
| Lexical Groups | - Medical tests
- Health problems & diseases
- Treatment, care & medical procedures
- Medication |

Treatment and Prevention of Heart Diseases 00:30

- | | |
|-------------------|--|
| Overall Objective | - Understanding specialized vocabulary related to heart diseases |
| Targeted Skills | - Reading |
| Lexical Groups | - Health problems & diseases
- Medical tests
- Medication
- Treatment, care & medical procedures
- Careers in health |

Blood Pressure: Measurement, Disorders, and Treatment 00:28

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to blood pressure |
| Targeted Skills | - Reading |
| Lexical Groups | - Health problems & diseases
- Treatment, care & medical procedures
- Specification of degree
- Cause & effect |

Respiratory Medicine 00:28

- Overall Objective
- Understanding specialized vocabulary related to respiratory medicine
- Targeted Skills
- Reading
 - Listening
- Lexical Groups
- Medical tests
 - Health problems & diseases
 - Treatment, care & medical procedures

Oxygen Administration 00:25

- Overall Objective
- Understanding specialized vocabulary related to oxygen administration
- Targeted Skills
- Reading
 - Listening
- Lexical Groups
- Treatment, care & medical procedures
 - Health problems & diseases
 - Medical equipment
 - Medical tests

Clinical Oncology 00:56

- Overall Objective
- Understanding specialized vocabulary related to clinical oncology
- Targeted Skills
- Reading
 - Listening
- Lexical Groups
- Medical equipment
 - Medical tests
 - Health problems & diseases
 - Treatment, care & medical procedures
 - Medication

Public Health 00:28

- Overall Objective
- Understanding specialized vocabulary related to public health
- Targeted Skills
- Reading
- Lexical Groups
- Scientific research
 - Treatment, care & medical procedures
 - Risks
 - Resolution & handling of problems

Diabetes and Insulin Care 00:37

- Overall Objective
- Understanding specialized vocabulary related to diabetes and insulin care
- Targeted Skills
- Reading
- Lexical Groups
- Health problems & diseases
 - Treatment, care & medical procedures
 - Human body
 - Medical equipment

Podiatric Pathology 00:28

- Overall Objective
 - Understanding specialized vocabulary related to pathologies of the foot
- Targeted Skills
 - Reading
 - Listening
- Lexical Groups
 - Health problems & diseases
 - Human body
 - Careers in health

Gastrointestinal and Digestive Disorders 00:29

- Overall Objective
 - Understanding specialized vocabulary related to gastrointestinal and digestive disorders
- Targeted Skills
 - Reading
- Lexical Groups
 - Medical tests
 - Treatment, care & medical procedures
 - Health problems & diseases
 - Medication

Practices & Procedures

The Language Program Practices & Procedures will enable you to discover and develop specialized yet accessible vocabulary related to emergency room admissions, blood withdrawal and IV preparation, and surgical safety.
Length: 09:31

Admission to the ER 00:24

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to ER admissions and procedures |
| Targeted Skills | <ul style="list-style-type: none">- Reading- Listening |
| Lexical Groups | <ul style="list-style-type: none">- Treatment, care, & medical procedures- Places where medicine is practiced- Medical equipment- Description and characterization- Careers in health |

Treatment of Sprains, Strains, and Fractures 00:26

- | | |
|-------------------|--|
| Overall Objective | - Understanding specialized vocabulary related to the treatment of sprains and fractures |
| Targeted Skills | <ul style="list-style-type: none">- Reading- Listening |
| Lexical Groups | <ul style="list-style-type: none">- Medical equipment- Treatment, care & medical procedures- Human body- Health problems & diseases |

Hospital Instruments and Hygiene 00:26

- | | |
|-------------------|--|
| Overall Objective | - Understanding specialized vocabulary related to common hospital instruments and hygiene procedures |
| Targeted Skills | <ul style="list-style-type: none">- Reading |
| Lexical Groups | <ul style="list-style-type: none">- Hygiene- Medical equipment- Description and characterization |

Drug Administration 00:36

- | | |
|-------------------|--|
| Overall Objective | - Understanding specialized vocabulary related to drug administration and dosage |
| Targeted Skills | <ul style="list-style-type: none">- Reading- Listening |
| Lexical Groups | <ul style="list-style-type: none">- Treatment, care, & medical procedures- Medication |

Blood Withdrawal and Drip Preparation 00:31

Overall Objective	- Understanding specialized vocabulary related to taking blood and preparing a drip
Targeted Skills	<ul style="list-style-type: none">- Reading- Listening
Lexical Groups	<ul style="list-style-type: none">- Treatment, care, & medical procedures- Medical equipment- The circulatory system

In the Operating Room 00:30

Overall Objective	- Understanding specialized vocabulary related to hospital operating rooms
Targeted Skills	<ul style="list-style-type: none">- Reading- Listening
Lexical Groups	<ul style="list-style-type: none">- Medical equipment- Treatment, care, & medical procedures- Surgery

Intensive Care 00:29

Overall Objective	- Understanding specialized vocabulary related to intensive care
Targeted Skills	<ul style="list-style-type: none">- Reading- Listening
Lexical Groups	<ul style="list-style-type: none">- Treatment, care & medical procedures- Medical equipment

Anesthesia 00:58

Overall Objective	- Understanding situations related to anesthesia
Targeted Skills	<ul style="list-style-type: none">- Reading- Listening
Lexical Groups	<ul style="list-style-type: none">- Medical equipment- Treatment, care & medical procedures- Health problems & diseases- Chemistry

Childbirth Procedure 00:42

Overall Objective	- Understanding specialized vocabulary related to childbirth
Targeted Skills	<ul style="list-style-type: none">- Reading- Listening
Lexical Groups	<ul style="list-style-type: none">- Treatment, care, & medical procedures- Health problems & diseases- Careers in health- Human body

Ultrasound Scans 00:30

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to ultrasound scans |
| Targeted Skills | <ul style="list-style-type: none">- Reading- Listening |
| Lexical Groups | <ul style="list-style-type: none">- Treatment, care, & medical procedures- Health problems & diseases- Medical tests- Human body |

Medical Imaging: Techniques and Risks 00:30

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to medical imaging |
| Targeted Skills | <ul style="list-style-type: none">- Reading |
| Lexical Groups | <ul style="list-style-type: none">- Medical tests- Health problems & diseases- Human body- Medical equipment |

Conflict Resolution 00:49

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to conflict resolution |
| Targeted Skills | <ul style="list-style-type: none">- Reading- Listening |
| Lexical Groups | <ul style="list-style-type: none">- Behavior & human relations- Complaints- Resolution & handling of problems |

Clinical Oncology 00:56

- | | |
|-------------------|--|
| Overall Objective | - Understanding specialized vocabulary related to clinical oncology |
| Targeted Skills | <ul style="list-style-type: none">- Reading- Listening |
| Lexical Groups | <ul style="list-style-type: none">- Medical equipment- Medical tests- Health problems & diseases- Treatment, care & medical procedures- Medication |

Dialysis Care 00:27

- | | |
|-------------------|--|
| Overall Objective | - Understanding specialized vocabulary related to dialysis care |
| Targeted Skills | <ul style="list-style-type: none">- Reading- Listening |
| Lexical Groups | <ul style="list-style-type: none">- Medical equipment- Treatment, care & medical procedures- Chemical elements & compounds |

Clinical Dermatology 00:28

- Overall Objective
 - Understanding specialized vocabulary related to clinical dermatology
- Targeted Skills
 - Reading
 - Listening
- Lexical Groups
 - Health problems & diseases
 - Treatment, care & medical procedures
 - Human body
 - Medical tests

Surgical Biopsies 00:25

- Overall Objective
 - Understanding specialized vocabulary related to surgical biopsies
- Targeted Skills
 - Reading
 - Listening
- Lexical Groups
 - Medical equipment
 - Surgery
 - Human body

Foot Examinations 00:24

- Overall Objective
 - Understanding specialized vocabulary related to foot examinations
- Targeted Skills
 - Reading
 - Listening
- Lexical Groups
 - Medical tests
 - Medical equipment
 - Health problems & diseases
 - Human body

Communication & Outreach

The Language Program Communication & Outreach will enable you to discover and develop specialized yet accessible vocabulary related to the topics of communicating with patients about delicate matters and providing care to hard-to-reach communities.

Length: 02:21

Effective Communication with Patients 00:38

- | | |
|-------------------|---|
| Overall Objective | - Communicating effectively with patients |
| Targeted Skills | - Reading
- Listening |
| Lexical Groups | - Communication
- Behavior & human relations
- Treatment, care & medical procedures |

Conflict Resolution 00:49

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to conflict resolution |
| Targeted Skills | - Reading
- Listening |
| Lexical Groups | - Behavior & human relations
- Complaints
- Resolution & handling of problems |
| Language Function | - Defusing a conflict |

Substance Abuse and Addiction 00:29

- | | |
|-------------------|---|
| Overall Objective | - Understanding specialized vocabulary related to substance abuse and addiction |
| Targeted Skills | - Reading
- Listening |
| Lexical Groups | - Treatment, care & medical procedures
- Health problems & diseases |

Health Care and Social Inclusion 00:25

- | | |
|-------------------|--|
| Overall Objective | - Understanding specialized vocabulary related to health care and social inclusion |
| Targeted Skills | - Reading |
| Lexical Groups | - Social Life
- People |

Video Lessons: Medicine & Health

The Language Program Video Lessons: Medicine & Health will enable you to address subjects such as disease, treatment, and medical technology. You will be able to understand relatively short Associated Press videos using specialized yet accessible vocabulary related to the medical and health-care fields.

Length: 04:46

Cancer Testing: A Promising Method 00:26

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about medical care |
| Lexical Groups | - Treatment, care, & medical procedures (to screen, cell count, aggressive, ...)
- Intellect (to predict, to analyze, to evaluate, ...) |
| Grammar | - 'May' - 'Might' |

Salmonella Outbreak 00:28

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about illnesses and treatments |
| Lexical Groups | - Health problems & diseases (bacteria, to sicken, cramp, ...)
- Warnings (to protect, to discourage, precaution, ...) |
| Grammar | - 'To remember' - 'To remind' |

Sixteen Weeks Premature 00:28

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about medicine and health |
| Lexical Groups | - Weight (to weigh, pound, ounce, ...)
- Medicine (C-section, incubator, due date, ...) |

Medical Innovations 00:24

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about medical technology |
| Lexical Groups | - Organs (lymph, gland, node, ...)
- Treatment, care, & medical procedures (graft, to diagnose, invasive, ...)
- Chemistry (polymer, to harden, to convert, ...) |

Angioplasty Alternatives 00:28

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about medical procedures |
| Lexical Groups | - The circulatory system (blood vessel, artery, blood pressure, ...)
- Health problems & diseases (cholesterol, numb, clog, ...)
- Treatment, care, & medical procedures (stress test, angioplasty, stent, ...)
- Diets (diet, exercise, weight, ...) |
| Grammar | - Construction of the passive |

High-Tech Hospital for Animals 00:24

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about medical care |
| Lexical Groups | - Places where medicine is practiced (referral hospital, ICU, practice, ...)
- Medical tests (CT scanner, MRI scanner, electrodiagnostic testing, ...)
- Treatment, care, & medical procedures (hydrotherapy, to work out, rehabilitation, ...)
- Intellect (assurance, to the best of our ability, to work out, ...) |

Wearable Health Sensors 00:25

- Overall Objectives
- Understanding the general sense of a short document about medical technology
- Lexical Groups
- Medicine (pacemaker, epilepsy, abdomen, ...)
 - Appearance of an object (bulky, rigid, stretchable, ...)
 - Communication (warning, to report, to alert, ...)
 - Electronics industry (to embed, sensor, transmitter, ...)

Split-Liver Transplant 00:26

- Overall Objectives
- Understanding the general sense of a short document about medical procedures
- Lexical Groups
- Surgery (transplant, to slice, recipient, ...)
 - Assessment of a situation (to accommodate, stable, to green-light, ...)
- Grammar
- Compound adjectives

Pandemic Readiness 00:27

- Overall Objectives
- Understanding the general sense of a short document about illnesses and treatments
- Lexical Groups
- Health problems & diseases (influenza, to catch, strain, ...)
 - Treatment, care, & medical procedures (vaccine, triage, to ration, ...)
 - Resolution & handling of problems (to fine-tune, to tackle, crisis, ...)
- Grammar
- Alternate conditional forms

Accessibility Lab 00:27

- Overall Objectives
- Understanding the general sense of a short document about technology
- Lexical Groups
- IT development & programming (to scan, feature, to implement, ...)
 - Health problems & diseases (paralysis, disability, eyesight, ...)
 - Intellect (to click, proficient, discerning, ...)
- Grammar
- Diplomatic constructions

Wearable Health Sensors 00:25

- Overall Objectives
- Understanding the general sense of a short document about illnesses and treatments
- Lexical Groups
- Opportunities
 - Medicine
 - Scientific research

Professional Situations

Beginner/Intermediate - A1/A2

Client and Business Partner Relations I

The Language Program Client and Business Partner Relations will enable you to engage in simple interactions, over the phone, in person, and in writing. You will be able to carry out routine tasks such as welcoming unfamiliar visitors, asking for information about events, and writing basic emails. You will be capable of handling brief, structured situations as long as topics are familiar and others speak with a familiar accent.

Length: 06:03

Welcoming a Visitor 00:58

Overall Objectives	<ul style="list-style-type: none">- Welcoming an unfamiliar visitor
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Offering to help someone- Understanding personal introductions- Asking for further details- Giving information about a person's availability
Lexical Groups	<ul style="list-style-type: none">- Meetings (meeting, appointment, ...)- A person's physical & mental state (busy, available, free, ...)- Present situation (now, right now, today, ...)
Grammar	<ul style="list-style-type: none">- Questions without interrogative words- The negative form- The present continuous- The simple present and the "present continuous"
Phonetics	<ul style="list-style-type: none">- a (about)- r (September)- w (Wednesday)
Language & Culture	<ul style="list-style-type: none">- Forms of address

Virtual Conversation: Talk about Family 00:10

Overall Objectives	<ul style="list-style-type: none">- Talking briefly about family
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Visitor Information 00:30

- | | |
|--------------------|---|
| Overall Objectives | - Asking an unfamiliar visitor to wait and providing him with information |
| Targeted Skills | - Listening
- Speaking |
| Language Functions | - Asking someone to wait
- Giving directions
- Offering a beverage |
| Lexical Groups | - Company premises (office, corridor, meeting room, ...)
- Beverages (coffee, tea, water, ...) |
| Grammar | - The affirmative imperative
- Prepositions of place
- 'Would like': expressing wishes |

Phone Introductions 00:52

- | | |
|--------------------|--|
| Overall Objectives | - Understanding someone's professional details (company, position title, service/department)
- Giving professional details about yourself (company, position title, service/department) |
| Targeted Skills | - Listening
- Speaking
- Reading
- Writing |
| Language Functions | - Understanding personal introductions
- Asking to have something spelled out
- the source of a telephone call
- Identifying someone's profession
- Introducing yourself
- Giving information
- Introducing yourself in a professional context |
| Lexical Groups | - Hierarchy (director, manager, assistant, ...)
- Services (department, division, branch, ...) |
| Grammar | - The alphabet |
| Phonetics | - z (plea se)
- s (sixteen)
- i (eight een) |

Customer Service Questions 00:30

Overall Objectives	- Understanding a request for information
Targeted Skills	- Listening
Language Functions	- Identifying the reason for a request
Lexical Groups	- Means of communication (to fax, to mail, to call, ...) - Information & inquiries (to ask, contact information, to help, ...)
Grammar	- Questions without interrogative words -
Phonetics	- Intonation and stress

Virtual Conversation: Answer Questions 00:10

Overall Objectives	- Answering personal questions (age, marital status, etc.)
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The Conference 01:03

Overall Objectives	- Asking for practical details about an event
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Asking to speak with someone - Specifying the reason for your call - Expressing intention
Lexical Groups	- Meetings (conference, convention center, to attend, ...) - Description and characterization (concerning, regarding, about, ...)
Grammar	- Questions without interrogative words - The present continuous - 'Will' - 'To be going to'
Phonetics	- ɛ (seven) - ə (about)
Language & Culture	- Telephone calls

The Rescheduling 00:53

Overall Objectives	<ul style="list-style-type: none">- Canceling or rescheduling a meeting
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Canceling a meeting- Giving information about a person's availability- Understanding an offer
Lexical Groups	<ul style="list-style-type: none">- Meetings (to cancel a meeting, appointment, to reschedule, ...)- Polite expressions (sorry, unfortunately, ...)
Grammar	<ul style="list-style-type: none">- 'Need to'- 'Must' - 'Have to'- Modal auxiliaries
Phonetics	<ul style="list-style-type: none">- ʌ (but)- m (Monday)

Emails 00:33

Overall Objectives	<ul style="list-style-type: none">- Communicating a basic message by email
Targeted Skills	<ul style="list-style-type: none">- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Understanding the name of a field to fill out- Informing someone of something
Lexical Groups	<ul style="list-style-type: none">- Email (subject, attachments, attach file, ...)
Grammar	<ul style="list-style-type: none">- 'Need to'- 'Must' - 'Have to'- Modal auxiliaries
Vocabulary	<ul style="list-style-type: none">- Email writing

The Bill 00:26

Overall Objectives	<ul style="list-style-type: none">- Understanding a basic bill
Targeted Skills	<ul style="list-style-type: none">- Reading
Language Functions	<ul style="list-style-type: none">- Identifying information in a standard document
Lexical Groups	<ul style="list-style-type: none">- Prices & payments (cost, bill, to pay, ...)

Presentations and Meetings I

The Language Program Presentations and Meetings will enable you to have simple interactions with others in formal and informal situations, as well as give short, basic presentations. You will be able to express yourself with reasonable ease when talking about familiar, routine topics such as your job or projects you are involved in. You will also be able to write documents, such as basic memos. You will be capable of handling brief, routine exchanges as long as standard speech is used and accents are familiar.

Length: 06:40

Job Presentation 01:16

Overall Objectives	<ul style="list-style-type: none">- Describing your work: tasks & responsibilities
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Introducing yourself in a professional context- Talking about your work- Describing your daily activities
Lexical Groups	<ul style="list-style-type: none">- Professions (Product Manager, Personal Assistant, Project Manager, ...)- Hierarchy (manager, boss, assistant, ...)- Management (responsibility, team, to manage, ...)
Grammar	<ul style="list-style-type: none">- Contraction of 'to be'- Construction of compound nouns- Use of compound nouns- Adverbs of time- Possessive adjectives- Time
Phonetics	<ul style="list-style-type: none">- i (fifty)- b (October)- k (black)

Work Review 01:04

Overall Objectives	<ul style="list-style-type: none">- Talking about the status of your work with a superior
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Describing something in a positive way- Expressing satisfaction- Conveying that you like or appreciate something or someone
Lexical Groups	<ul style="list-style-type: none">- Value judgment (interesting, good, well, ...)- A person's physical & mental state (pleased, glad, happy, ...)- Character and values (friendly, kind, nice, ...)- Value judgment (interesting, enjoyable, fun, ...)
Vocabulary	<ul style="list-style-type: none">- 'Everybody' - 'Nobody'
Grammar	<ul style="list-style-type: none">- Construction of compound nouns- Use of compound nouns- The present continuous
Phonetics	<ul style="list-style-type: none">- ow (November)- æ (Saturday)- g (good)

The Presentation Opening 00:37

Overall Objectives	<ul style="list-style-type: none">- Introducing your own presentation (to an unfamiliar audience)
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking
Language Functions	<ul style="list-style-type: none">- Greeting an unfamiliar audience- Thanking an audience- Introducing yourself in a professional context- Communicating the topic of a speech
Lexical Groups	<ul style="list-style-type: none">- Greetings & introductions- Professions (to head up, to manage, to work, ...)- Speaking (to talk about, to tell, presentation, ...)
Grammar	<ul style="list-style-type: none">- Infinitive clauses- Contraction of 'to be'- 'Will' - 'To be going to'- The future

The Memo 00:48

- | | |
|--------------------|----------------------------------|
| Overall Objectives | - Writing a memorandum |
| Targeted Skills | - Reading
- Writing |
| Language Functions | - Informing someone of something |
| Grammar | - Dates |

A Project Meeting 01:03

- | | |
|--------------------|---|
| Overall Objectives | - Discussing a new project in broad terms |
| Targeted Skills | - Listening
- Speaking
- Reading
- Writing |
| Language Functions | - Identifying the steps in a project
- Asking for confirmation
- Expressing difficulty
- Expressing a need |
| Lexical Groups | - Situation in the past (before, ...)
- Future situation (next, after, ...)
- Project management (to sign a contract, to be in stores, to launch, ...)
- Value judgment (difficult, complicated, tight, ...) |
| Grammar | - Confirmation requests
- Adjective + infinitive
- Regular comparatives |
| Phonetics | - l (yellow)
- i (fifty)
- h (hello) |

Virtual Conversation: What's for Lunch? 00:10

- | | |
|--------------------|---------------------------------------|
| Overall Objectives | - Talking about your food preferences |
|--------------------|---------------------------------------|

The Schedule 00:54

- Overall Objectives
 - Presenting the overview of an annual schedule
- Targeted Skills
 - Listening
 - Speaking
- Language Functions
 - Identifying the stages of a process
 - Identifying the people involved in a process
 - Expressing necessity
 - Outlining the stages of a process
 - Informing the people involved in a process
- Lexical Groups
 - Progression (to begin, to finish, to complete, ...)
 - Future situation (next, after, following, ...)
 - Duration (to take X month(s), length of time, duration, ...)
 - The business world (task, project, job, ...)
 - Hierarchy (director, manager, boss, ...)
 - Services (team, department, division, ...)
- Grammar
 - Prepositions of time
 - Ordinal numbers
 - The possessive
 - Construction of compound nouns
 - Use of compound nouns
 - 'Must' - 'Have to'
 - 'Need to'
 - Dates

Deadlines 00:39

- Overall Objectives
 - Identifying dates & deadlines mentioned during a meeting
- Targeted Skills
 - Listening
 - Speaking
- Language Functions
 - Identifying a date
 - Identifying a deadline
- Lexical Groups
 - Future situation (next, following, then, ...)
 - Progression (to extend, ready, to finish, ...)
- Vocabulary
 - 'Next' - 'The next'
 - 'For how long' - 'Since when'
- Grammar
 - Dates
 - Ordinal numbers
 - 'Till' - 'Until'
 - Prepositions of time

Virtual Conversation: Make an Appointment 00:10

- Overall Objectives
 - Making an appointment (time, date, etc.)

Organization I

The Language Program Organization will enable you to carry out basic tasks such as making and taking reservations, and understanding simple documents such as forms. You will be capable of having direct, short interactions on familiar topics when others use standard vocabulary and speak with a familiar accent.

Length: 03:57

Reservation Call 00:51

Overall Objectives	- Taking a reservation
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Asking for further details- Understanding a need- Offering to help someone
Lexical Groups	- Business trips (air conditioning, bath, conference room, ...)
Vocabulary	- 'Kind of' followed by a noun
Grammar	<ul style="list-style-type: none">- Interrogative words- 'Will' - 'To be going to'- Questions without interrogative words
Phonetics	<ul style="list-style-type: none">- a (March)- i (eighteen)- i (fifty)

Virtual Conversation: Reserve a Table 00:10

Overall Objectives	- Reserving a table at a restaurant
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Vacation Request 00:22

Overall Objectives	- Understanding a vacation request form
Targeted Skills	- Reading
Language Functions	- Understanding instructions
Lexical Groups	<ul style="list-style-type: none">- Hierarchy (employee, manager, department manager, ...)- Professional documents (holiday request form, vacation request form (US), to fill in, ...)- The business world (position, post, ...)- Corporate life (to take x days' vacation (US), to take x days' holiday, annual leave, ...)

Tickets to Boston 01:06

Overall Objectives	<ul style="list-style-type: none">- Reserving a plane ticket
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Expressing a wish- Situating something in time- Situating something in space
Lexical Groups	<ul style="list-style-type: none">- Travel (to arrive, to stay, to return, ...)- Business trips (to reserve, business-class, ticket, ...)
Vocabulary	<ul style="list-style-type: none">- Describing motion
Grammar	<ul style="list-style-type: none">- 'Would like': expressing wishes- Time- Dates- Prepositions of place
Phonetics	<ul style="list-style-type: none">- t (fifteen)- p (pen)

Hotel Reservation 01:29

Overall Objectives	<ul style="list-style-type: none">- Reserving a hotel room
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Giving details about something- Understanding a request for precise information
Lexical Groups	<ul style="list-style-type: none">- Business trips (available, to book, to cancel, ...)
Grammar	<ul style="list-style-type: none">- 'How long'- 'How much' - 'How many'
Phonetics	<ul style="list-style-type: none">- d (day)- uw (June)

To complete my training

Client relations

The learning program Client relations aims at enabling you to do the following tasks:

- have a simple conversation with a supplier;
- contact a company;
- answer a receptionist's requests for information: spelling your name and giving your job title;
- get information from a client;
- or, playing the role of a client, express yourself in practical situations such as when renting a car or reserving a stand for a trade fair.

Length: 05:16

Days & Hours 01:48

Overall Objectives	Meeting with a supplier, discuss the number of products you require. Arrange a date and time for the delivery of your order.
Lexical Groups	Communication and Intellect <ul style="list-style-type: none">- Possibility and probability- Desires and wishes Economy and Trade <ul style="list-style-type: none">- Delivery- Buying, selling- People and professions Making Contact <ul style="list-style-type: none">- Written correspondence
Grammar	Object pronouns Time Prepositions of time Dates

A Delivery 01:33

Overall Objectives	Discuss the purchase of a large quantity of computers with a sales representative. Compare the different models before deciding on one and agreeing on the quantity required. Negotiate the price and a discount.
Lexical Groups	Communication and Intellect <ul style="list-style-type: none">- Oral communication Economy and Trade <ul style="list-style-type: none">- Cost, payment Science and Industry <ul style="list-style-type: none">- Computer science Finance and Insurance <ul style="list-style-type: none">- Currency Measurements and Quantities <ul style="list-style-type: none">- Quantity
Grammar	Demonstratives Placing the adjective "Too" - "Too much" Use of the pronoun "one"

Renting a Car 01:48

Overall Objectives

Learn how to rent a car. Answer the questions of the car rental representative concerning the duration of your rental, insurance, the distance you intend to drive, the price of the rental, and the means of payment.

Lexical Groups

On the Road

- Traveling by vehicle or on foot
- Driving

Economy and Trade

- Cost, payment
- Products, merchandise
- Micro- and macroeconomics

Finance and Insurance

- Banking
- Insurance
- Currency

Vacations and Traveling

- Accessories

Grammar

Prepositions of time

American money

Dates

Cultural Exercises 00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

Welcoming clients

The learning program Welcoming clients aims at teaching you how:

- to exchange information with a receptionist;
- to welcome a client;
- to understand or give directions to a specific place.

Length: 03:29

At Reception 01:44

Overall Objectives

Give information to a receptionist concerning your meeting with the company chairman. Follow directions on how to find the chairman's office.

Lexical Groups

Communication and Intellect

- Suggestion, proposal, advice
- Oral communication
- Greetings, being polite

Defining Space

- Indicating a place

Work Environment

- Office space and supplies

Time

- Schedule
- The present
- Sequence of events

Grammar

The negative form

The present continuous

"Would like:" expressing wishes

"Can:" ability and likelihood

Welcoming Clients

01:45

Overall Objectives

Learn how to welcome a visitor to your company. Ask questions concerning the visitor's business with your company and ask them to wait. Give directions to the vice-chairman's office.

Lexical Groups

Communication and Intellect

- Possibility and probability
- Oral communication
- Greetings, being polite

Work Environment

- Meetings
- Professions and hierarchy

Politics and Society

- People and professions

Time

- Schedule
- The present

Defining Space

- Volume

Grammar

"The simple present and the "present continuous
The verb "to have"
The plural
Questions without interrogative pronouns

Business calls

The learning program Business calls will allow you to be able to:

- contact a company by telephone and introduce yourself;
- set up or cancel an appointment;
- master the principal expressions for getting practical information by telephone;
- answer practical questions by telephone.

You will be able to have a simple telephone conversation, requesting and providing information.

Length: 11:30

On the Phone

01:46

Overall Objectives

Ask to speak to the company accountant on the telephone. Answer the receptionist's questions: spell your name and say which position you hold in your company.

Lexical Groups

Communication and Intellect

- Oral communication
- Common expressions
- Greetings, polite expressions

Work Environment

- Managing and organizing

Making Contact

- The telephone
- Written correspondence

Time

- Schedule

Grammar

"The simple present and the "present continuous
The verb "to have"
The plural
Questions without interrogative pronouns

Appointments 01:50

Overall Objectives

Learn how to rearrange a meeting. Agree on a date and time to meet.

Lexical Groups

Communication and Intellect

- Oral communication
- Suggestion, proposal, advice

Time

- Schedule
- Times of day

Work Environment

- Professions and hierarchy
- Meetings

Grammar

"Must" - "Have to"

Tags - Short answers

Verb + infinitive clause

Placement of "enough"

Reserving a Flight 01:40

Overall Objectives

Learn how to reserve a plane ticket. Give the date of your departure and say how long you will be staying. Ask about car rental and airport shuttle services at your destination, as well as the duration of the flight. Say how you will pay.

Lexical Groups

Air and Rail Transportation

- Places
- Traveling by train or plane
- Departure and arrival

Cities and Towns

- Public places

Vacations and Traveling

- Hotels

Transportation Terms

- Stages of a journey
- Public transportation

On the Road

- Traveling by vehicle or on foot

Grammar

"Must" - "Have to"

Tags - Short answers

Verb + infinitive clause

Placement of "enough"

Reserving a Room

01:23

Overall Objectives

Reserve a hotel room by phone. Tell the receptionist when you will arrive. Specify the type of room you would like and say how many nights you will stay. Ask about the hotel facilities and its location.

Lexical Groups

Housing

- Household appliances
- Living spaces
- Types of accommodation

Measurements and Quantities

- Quantity

Cities and Towns

- Places and buildings

Vacations and Traveling

- Hotels

Time

- Times of day

Grammar

"Will" - "To be going to"

"There is" - "There are"

Conference Plans

01:33

Overall Objectives

Contact a company which is organizing a management conference in New York. Tell the receptionist what your call concerns. Speak to the human resources director and answer his questions: say how many employees would like to attend and whether or not they were at the previous year's conference. Tell him when your delegation will be arriving.

Lexical Groups

Communication and Intellect

- Obtaining information

Work Environment

- Meetings
- Office space and supplies
- Professions and hierarchy
- Managing and organizing

Making Contact

- The telephone

Grammar

The future

"To be" and "to have:" past tense

Past interrogatives

Information by Phone 01:31

Overall Objectives

Learn how to obtain information over the phone. Ask a supplier for information about deliveries.
Request a catalog and inquire about the whereabouts of their nearest branch.

Lexical Groups

Work Environment

- Office space and supplies

Economy and Trade

- Delivery
- Products, merchandise
- Accessories

Communication and Intellect

- Obtaining information

Making Contact

- Written correspondence
- The telephone

Grammar

"Some" - "Any"

"May" - "Might"

Reserving a Stand 01:47

Overall Objectives

Reserve a stand for your company at a trade fair in Dallas. Ask about the different seminars which will take place, as well as the dates and times of the event.

Lexical Groups

Economy and Trade

- Negotiation
- Cost, payment
- Buying, selling

Communication and Intellect

- Oral communication

Making Contact

- Written correspondence

Time

- Schedule

Work Environment

- Meetings

Grammar

"There is" - "There are"

Time

Introducing yourself and your company

The learning program Introducing yourself and your company aims at teaching you how:

- to greet people, introduce yourself and get to know new colleagues;
- to present your career history simply and in detail;
- to answer questions about your company;
- to speak about your company's products;
- to talk about your new job;
- to describe a typical day at work, your day-to-day tasks and current projects.

Length: 09:15

Reserving a Stand 01:15

Overall Objectives A first meeting with the manager. Learn to greet people and present yourself: say your name, what you do and where you come from. Say goodbye.

Lexical Groups

- Communication and Intellect
 - Common expressions
 - Greetings, polite expressions
- Personality and Feelings
 - Personality
- Judgment and Opinion
 - Appraisal
 - True, false
- Family, Identity, Social Life
 - Identity
- Time
 - Expressions

Grammar

- Subject pronouns
- The verb "to be"
- Definite and indefinite articles
- Names of countries: capital letters

Cultural Exercises 00:07

Overall Objectives Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

Reserving a Stand 01:15

Overall Objectives A meeting with a company executive in New York. Learn to greet people. Give your name and say what your job is. Talk about where you work and where you come from.

Lexical Groups

- Communication and Intellect
 - Greetings, polite expressions
- Family, Identity, Social Life
 - Identity
- Judgment and Opinion
 - Agreement, disagreement
- Defining Space
 - Movements, moving
- Nature and Geography
 - Countries, nationalities, languages

Grammar

- The simple present
- Contraction of "to be"
- The difference between "a" and "an"
- Nationalities: capital letters

Numbers & Money

01:19

Overall Objectives

While at a trade fair, answer questions about your company. Describe the departments and number of employees. Discuss the price of your products. Say where your head office is and give your telephone number.

Lexical Groups

Communication and Intellect

- Oral communication

Work Environment

- Managing and organizing
- Professions and hierarchy

Economy and Trade

- Business and commerce
- Cost, payment
- Products, merchandise

Making Contact

- The telephone

Judgment and Opinion

- Agreement, disagreement

Grammar

Possessive adjectives

"How much" - "How many"

"Some" - "Any"

Cultural Exercises

00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

An Interview

02:04

Overall Objectives

An interview for a management position. Describe your academic studies, your professional experience and skills. Discuss your starting date and salary.

Lexical Groups

Work Environment

- Meetings
- Corporate life
- Professions and hierarchy

Personality and Feelings

- Feelings

Economy and Trade

- Marketing
- Cost, payment

Judgment and Opinion

- Necessity, ability and difficulty

Education

- Learning and knowledge
- Places

Grammar

Construction of the past tense

"To be" and "to have:" past tense

"Can:" ability and likelihood

First Day at Work

01:16

Overall Objectives

You begin a new job. Ask and answer questions during a short tour of the company given by your superior. Greet a new colleague and ask about internal company rules.

Lexical Groups

Finance and Insurance

- Accounting
- The stock market

Work Environment

- Managing and organizing
- Corporate life
- Professions and hierarchy
- Office space and supplies

Housing

- Furniture
- Parts of a building

Time

- Times of day

Grammar

The possessive

Prepositions of place

Cultural Exercises

00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

Meeting the Boss

01:27

Overall Objectives

You meet your boss after three months on the job. Talk about settling in and describe your relations with your colleagues. Discuss the results and progress of an on-going project.

Lexical Groups

Work Environment

- Professions and hierarchy

Personality and Feelings

- Personality
- Feelings

Progress and Change

Judgment and Opinion

- Appraisal

Science and Industry

- Computer science

Grammar

"The simple present and the "present continuous

"Would like:" expressing wishes

Presenting your Job

Overall Objectives

01:37

Present your position and responsibilities to a new employee. Describe a typical working day, your daily tasks and on-going projects.

Lexical Groups

Work Environment

- Professions and hierarchy
- Managing and organizing

Time

- The present

Communication and Intellect

- Obtaining information

Economy and Trade

- Marketing

Grammar

Adverbs of time

Possessive pronouns

Meetings and speeches

The learning program Meetings and speeches aims at greater ease in conducting the following tasks:

- discussing questions and answers with your manager;
- understanding company rules and how the firm works;
- participating in a meeting and suggesting new ideas.

Length: 08:08

A New Project 01:35

Overall Objectives

In a meeting, you and your colleagues discuss the details of a new project: the project's start date, the signing of the contract, recruitment, and the available budget.

Lexical Groups

Judgment and Opinion

- Agreement, disagreement
- General terms and impartiality
- Necessity, ability and difficulty

Time

- Sequence of events
- Schedule

Finance and Insurance

- Accounting

Work Environment

- Corporate life
- Office space and supplies
- Professions and hierarchy
- Managing and organizing

Communication and Intellect

- Thinking, debating, explaining

Grammar

The future

Giving your Opinion

Overall Objectives

01:43

Exchange opinions with a colleague concerning the new project. Make suggestions on how the product could be improved. Discuss the budget, workload and give your opinion on how best to proceed.

Lexical Groups

Communication and Intellect

- Suggestion, proposal, advice
- Thinking, debating, explaining
- Possibility and probability

Finance and Insurance

- Currency

Personality and Feelings

- Feelings

Judgment and Opinion

- General terms and impartiality

Work Environment

- Corporate life

Grammar

"Should" and "ought to:" advice

Verbs: reactions and preferences

Discussions

01:43

Overall Objectives

Ask a colleague to summarize the latest meeting. Discuss the design of the product and the marketing strategy the company has planned for it.

Lexical Groups

Economy and Trade

- Marketing
- Buying, selling

The Arts

- Creativity and artistic trends
- Fine arts

Work Environment

- Managing and organizing

Communication and Intellect

- Suggestion, proposal, advice

Judgment and Opinion

- Necessity, ability and difficulty

Grammar

Interrogative pronouns, adjectives and adverbs

Direct and indirect questions

An Urgent Problem

01:37

Overall Objectives

Discuss with colleagues how to solve the problem of a delay in the project's development, taking into account the budget and other limitations.

Lexical Groups

Time

- Schedule

Communication and Intellect

- Oral communication
- Thinking, debating, explaining
- Desires and wishes

Judgment and Opinion

- Necessity, ability and difficulty

Personality and Feelings

- Personality

Grammar

"Also" - "As well" - "Too"

"Must" - "Have to"

Solving the Problem

01:33

Overall Objectives

During a meeting, report back to your boss on the compromise reached between your company and your partners.

Lexical Groups

Science and Industry

- Aeronautics

Economy and Trade

- Marketing
- People and professions

Work Environment

- Meetings

Making Contact

- Written correspondence

Grammar

"Will" - "To be going to"

Questions without interrogative pronouns

On a business trip

The learning program On a business trip will enable you:

- to present your career history simply;
- to discover the principal courteous forms of address.

Length: 04:16

Introductions 01:43

Overall Objectives

Greet someone, introduce yourself, ask someone their name, inquire about their profession, and their family life.

Lexical Groups

Communication and Intellect

- Common expressions
- Greetings, polite expressions

Family, Identity, Social Life

- Identity
- Social life

Judgment and Opinion

- Agreement, disagreement
- Appraisal

Work Environment

- Corporate life

Grammar

Definite and indefinite articles

The difference between "a" and "an"

The verb "to be"

The verb "to have"

A City Tour 02:33

Overall Objectives

Learn vocabulary dealing with urban settings. Ask for prices and order a drink.

Lexical Groups

Economy and Trade

- Buying, selling
- Cost, payment

Defining Space

- Indicating a place

Games, Leisure and Entertainment

- Places

Shopping

- Stores

Cities and Towns

- Places and buildings
- Public places

Grammar

Interrogative words

Demonstratives

Prepositions of place

"Here" - "There"

All topics

With the learning program All topics, you will discover and learn the basic words and structures needed to communicate effectively in a professional environment.

The following situations will enable you to put into practice your vocabulary and communication skills:

- presentation of your professional background;
- presentation of your company.

Length: 10:27

Numbers & Money 01:31

Overall Objectives	While at a trade fair, answer questions about your company. Describe the departments and number of employees. Discuss the price of your products. Say where your head office is and give your telephone number.
Lexical Groups	<p>Communication and Intellect</p> <ul style="list-style-type: none">- Oral communication <p>Work Environment</p> <ul style="list-style-type: none">- Managing and organizing- Professions and hierarchy <p>Economy and Trade</p> <ul style="list-style-type: none">- Business and commerce- Cost, payment- Products, merchandise <p>Making Contact</p> <ul style="list-style-type: none">- The telephone <p>Judgment and Opinion</p> <ul style="list-style-type: none">- Agreement, disagreement
Grammar	<p>Possessive adjectives</p> <p>"How much" - "How many"</p> <p>"Some" - "Any"</p>

Cultural Exercises 00:07

Overall Objectives	Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.
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First Meeting 01:15

Overall Objectives

A first meeting with the manager. Learn to greet people and present yourself: say your name, what you do and where you come from. Say goodbye.

Lexical Groups

Communication and Intellect

- Common expressions
- Greetings, being polite

Personality and Feelings

- Personality

Judgment and Opinion

- Appraisal
- True, false

Family, Identity, Social Life

- Identity

Time

- Expressions

Grammar

Subject pronouns

The verb "to be"

Definite and indefinite articles

Names of countries: capital letters

Cultural Exercises 00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

Meeting People 00:56

Overall Objectives

A meeting with a company executive in New York. Learn to greet people. Give your name and say what your job is. Talk about where you work and where you come from.

Lexical Groups

Communication and Intellect

- Greetings, being polite

Family, Identity, Social Life

- Identity

Judgment and Opinion

- Agreement, disagreement

Defining Space

- Movements, moving

Nature and Geography

- Countries, nationalities, languages

Grammar

The simple present

Contraction of "to be"

The difference between "a" and "an"

Nationalities: capital letters

Cultural Exercises 00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

An Interview 02:04

Overall Objectives

An interview for a management position. Describe your academic studies, your professional experience and skills. Discuss your starting date and salary.

Lexical Groups

Work Environment

- Meetings
- Corporate life
- Professions and hierarchy

Personality and Feelings

- Feelings

Economy and Trade

- Marketing
- Cost, payment

Judgment and Opinion

- Necessity, ability and difficulty

Education

- Learning and knowledge
- Places

Grammar

Construction of the past tense

"To be" and "to have:" past tense

"Can:" ability and likelihood

First Day at Work 01:16

Overall Objectives

You begin a new job. Ask and answer questions during a short tour of the company given by your superior. Greet a new colleague and ask about internal company rules.

Lexical Groups

Finance and Insurance

- Accounting
- The stock market

Work Environment

- Managing and organizing
- Corporate life
- Professions and hierarchy
- Office space and supplies

Housing

- Furniture
- Parts of a building

Time

- Times of day

Grammar

The possessive

Prepositions of place

Meeting the Boss 01:27

Overall Objectives

You meet your boss after three months in the job. Say how you have settled in and describe your relations with your colleagues. Discuss the results and progress of an on-going project.

Lexical Groups

Work Environment

- Professions and hierarchy

Personality and Feelings

- Personality
- Feelings

Progress and Change

Judgment and Opinion

- Appraisal

Science and Industry

- Computer science

Grammar

"The simple present and the "present continuous

"Would like:" expressing wishes

Presenting your Job 01:27

Overall Objectives

Present your position and responsibilities to a new employee. Describe a typical working day, your daily tasks and on-going projects.

Lexical Groups

Work Environment

- Professions and hierarchy
- Managing and organizing

Time

- The present

Communication and Intellect

- Obtaining information

Economy and Trade

- Marketing

Grammar

Adverbs of time

Possessive pronouns

Client and Business Partner Relations II

The Language Program Client and Business Partner Relations will enable you to carry out clear-cut tasks with reasonable fluency, such as welcoming visitors, making suggestions and scheduling meetings over the phone, making a sale, or giving instructions by email. You will be able to understand and interact with others who speak clearly and articulately with a familiar accent.

Length: 09:32

The Welcome Desk 01:44

Overall Objectives	<ul style="list-style-type: none">- Welcoming various visitors using appropriate polite expression
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Greeting a visitor- Asking someone to wait- Offering something politely- Notifying someone about someone else's availability- Putting yourself at someone's disposal
Lexical Groups	<ul style="list-style-type: none">- Future situation (right away, in no time, shortly, ...)- Professional first contacts (to be willing to, to care, to get someone something, ...)- A person's availability (busy, available, to be tied up, ...)
Grammar	<ul style="list-style-type: none">- Modal auxiliaries- The future
Phonetics	<ul style="list-style-type: none">- Shortened pronunciation- w (Wednesday)- r (September)
Language & Culture	<ul style="list-style-type: none">- Forms of address- 'Shall'

Appointment Setup

01:33

Overall Objectives	<ul style="list-style-type: none">- Arranging a meeting with someone whose availability is limited
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Asking someone to wait- Giving information about a person's availability- Suggesting that someone do something- Confirming a meeting
Lexical Groups	<ul style="list-style-type: none">- Polite expressions (to be afraid, to regret, you're welcome, ...)- A person's availability (busy, absent, to miss someone, ...)
Grammar	<ul style="list-style-type: none">- Possessive adjective- Object pronouns
Phonetics	<ul style="list-style-type: none">- ə (about)- ɜ (December)- ɪ (Sunday)
Language & Culture	<ul style="list-style-type: none">- Telephone calls- 'Shall'

Itinerary Organization

01:15

Overall Objectives	<ul style="list-style-type: none">- Making suggestions to clients concerning their needs
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Advising- Warning someone about something- Stating conditions
Lexical Groups	<ul style="list-style-type: none">- Advice and recommendations (reliable, to be wise to, to recommend, ...)
Grammar	<ul style="list-style-type: none">- The past subjunctive- Construction of the present conditional- The future- Modal auxiliaries- Expressions of condition
Phonetics	<ul style="list-style-type: none">- ʊ (book)- r (September)

Before the Visit 01:23

Overall Objectives	<ul style="list-style-type: none">- Giving precise instructions to an unfamiliar group of visitors
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Guiding a group- Giving instructions- Warning someone about something- Granting permission or expressing an absence of obligation
Lexical Groups	<ul style="list-style-type: none">- Quantities (all, one by one, each, ...)- Advice and recommendations (to be careful, to make sure, to be aware, ...)
Grammar	<ul style="list-style-type: none">- The negative imperative- Modal auxiliaries
Phonetics	<ul style="list-style-type: none">- Intonation and stress- eɪ (Sunday)- æ (Saturday)- ə (about)

Security Rules 00:43

Overall Objectives	<ul style="list-style-type: none">- Communicating instructions by email
Targeted Skills	<ul style="list-style-type: none">- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Giving instructions- Listening- Speaking- Reading- Writing
Lexical Groups	<ul style="list-style-type: none">- Instructions and orders
Vocabulary	<ul style="list-style-type: none">- Email writing
Grammar	<ul style="list-style-type: none">- The affirmative imperative- The negative imperative

Sales Contact 01:07

Overall Objectives	<ul style="list-style-type: none">- Establishing a contact in order to facilitate professional collaboration
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Expressing your interest in something- Establishing a contact- Introducing yourself in a professional context
Lexical Groups	<ul style="list-style-type: none">- Marketing & communication (brochure, catalog, demonstration, ...)- Professional documents (business card, ...)- Communication (to get in touch, to hear from somebody, to network, ...)
Grammar	<ul style="list-style-type: none">- 'Should' and 'ought to': advice- 'May' - 'Might'- 'To look forward to'
Phonetics	<ul style="list-style-type: none">- eɪ (Sunday)- h (hello)- ɑ (March)

Prospective Customer 01:02

Overall Objectives	<ul style="list-style-type: none">- Discussing a detailed request for information about a product
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Praising someone or something- Making an offer
Lexical Groups	<ul style="list-style-type: none">- Value judgment (best-seller, popular, ...)- Description of an object (feature, characteristic, detail, ...)- Prices & payments (free, for free, extra, ...)
Grammar	<ul style="list-style-type: none">- Expressions of emphasis- Sequence of tenses with 'if'
Phonetics	<ul style="list-style-type: none">- p (pen)- d (day)- v (seventy)

Contract Settlements 00:31

Overall Objectives	<ul style="list-style-type: none">- Understanding the conditions specified in a contract
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking
Language Functions	<ul style="list-style-type: none">- Understanding a condition- Clarifying an ambiguous point
Lexical Groups	<ul style="list-style-type: none">- Prices & payments (monthly payment, quarterly payments, payment by semester, ...)- Negotiation (terms, order, distribution contract, ...)
Vocabulary	<ul style="list-style-type: none">- 'Within' - 'Within ... of'
Grammar	<ul style="list-style-type: none">- Sequence of tenses with 'if'

Virtual Conversation: Return a Product 00:15

Overall Objectives	<ul style="list-style-type: none">- Expressing dissatisfaction and arguing for a refund
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Professional Interaction II

The Language Program Professional Interaction will enable you to express yourself reasonably fluently, as well as understand others when discussing opinions, interests, or objectives within your company. You will be capable of identifying the important points in clear, factual documents such as professional letters. You will be able to understand others as long as they speak clearly and articulately with a familiar accent and the subjects discussed are familiar to you.

Length: 05:57

Company History 01:10

Overall Objectives	<ul style="list-style-type: none">- Speaking about your company in general terms with an outside party
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Giving information about a company's history- Giving information about a company's projects- Evaluating performance
Lexical Groups	<ul style="list-style-type: none">- Corporate strategy (to set up, to found, to establish, ...)- Development & expansion (to grow by X%, to increase by X%, to expand, ...)
Grammar	<ul style="list-style-type: none">- Irregular verbs- Construction of the past tense- Use of the past tense- The future
Phonetics	<ul style="list-style-type: none">- f (five)- k (black)- i (eightteen)

Job Application 00:25

- Overall Objectives
 - Understanding a basic résumé
- Targeted Skills
 - Reading
- Language Functions
 - Identifying information in a standard document
 - Identifying a candidate's skills in a document
- Lexical Groups
 - Training & knowledge (Business Studies, Modern Languages, Marketing, ...)
 - Assessment & qualifications (BA [Bachelor of Arts], BSc [Bachelor of Science], BEng [Bachelor of Engineering], ...)

Job Application 00:25

- Overall Objectives
 - Understanding a basic letter of recommendation
- Targeted Skills
 - Reading
- Language Functions
 - Identifying a candidate's qualities in a document
 - Identifying a candidate's skills in a document
- Lexical Groups
 - Character and values (motivated, dedicated, ambitious , ...)
 - Professions (implementation, creation, to manage, ...)

Job Interview 00:48

- Overall Objectives
 - Taking part in a job interview
- Targeted Skills
 - Listening
 - Speaking
- Language Functions
 - Talking about your experience
 - Expressing your interest in something
 - Expressing a wish
 - Establishing limitations
- Lexical Groups
 - Career stages (interview, experience, promotion, ...)
 - Value judgment (To appreciate, Impressive, To be interested in, ...)
- Grammar
 - Construction of the present perfect
 - Use of the present perfect
 - Use of the past participle as an adjective
 - Relative pronouns and adverbs
 - 'Would like': expressing wishes
 - Verb + infinitive clause
 - Expression of preference
 - Verbs: reactions and preferences

Letter to Human Resources

00:29

- | | |
|--------------------|--|
| Overall Objectives | - Understanding a basic cover letter |
| Targeted Skills | - Reading |
| Language Functions | - Identifying a candidate's motivation in a document
- Identifying a candidate's qualities in a document
- Identifying a candidate's skills in a document |
| Lexical Groups | - Character and values (enthusiasm, strength, professionalism, ...)
- Description of a person (problem-solving skills, leadership skills, organisational skills, ...) |

About the Project

01:12

- | | |
|--------------------|--|
| Overall Objectives | - Asking a colleague for general information about a project |
| Targeted Skills | - Listening
- Speaking
- Reading
- Writing |
| Language Functions | - Asking for information
- Asking for someone's advice
- Giving your opinion |
| Lexical Groups | - Project management (to launch, launch date, to finish, ...)
- Value judgment (excellent, great, good point, ...) |
| Vocabulary | - 'Not bad' |
| Grammar | - Direct and indirect questions
- Interrogative words
- 'That' and dependent clauses
- The sequence of tenses |
| Phonetics | - s (sixteen)
- z (please) |

Company Presentation

01:07

- | | |
|--------------------|---|
| Overall Objectives | - Speaking about current developments within your company with an outside party |
| Targeted Skills | - Listening
- Speaking
- Reading
- Writing |
| Language Functions | - Describing a company
- Talking about objectives |
| Lexical Groups | - Company structure (multinational company, headquarters, global, ...)
- Corporate strategy (to employ, to distribute, competition, ...) |
| Grammar | - Approximation |
| Phonetics | - m (Monday)
- n (January) |

Overall Objectives

- Talking about pastimes

Professional Telephone Communication II

The Language Program Professional Telephone Communication will enable you to carry out straightforward tasks over the phone, such as asking for directions or information, and understanding or expressing needs. You will be able to write standard documents, such as surveys, that can be used while on the phone. You will be able to have conversations with others who speak at a moderate pace and without any significant accent.

Length: 06:37

Directions 01:20

Overall Objectives	<ul style="list-style-type: none">- Understanding a complex itinerary that is clearly explained
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Asking for directions- Asking for confirmation- Asking for further details- Understanding an itinerary
Lexical Groups	<ul style="list-style-type: none">- Travel (to turn, to follow, to pass, ...)- Situation of something in space (right-hand side, left-hand side, in front of, ...)- Situation in time (next, before, soon, ...)
Vocabulary	<ul style="list-style-type: none">- 'Here' - 'There'
Grammar	<ul style="list-style-type: none">- Infinitive clauses- Question tags- Interrogative words- 'Should' and 'ought to': advice
Phonetics	<ul style="list-style-type: none">- ð (they)- w (Wednesday)- s (sixteen)

Registration 01:04

Overall Objectives

- Asking clients about their needs
- Arranging for participation at a trade fair

Targeted Skills

- Listening
- Speaking
- Reading
- Writing

Language Functions

- Asking for further details
- Showing that you understand
- Understanding a need
- Asking someone to repeat something
- Committing to doing something
- Expressing a need

Lexical Groups

- Results of reflection (in mind, second thoughts, preference, ...)
- Information & inquiries (to specify, breakdown, to request, ...)

Grammar

- 'Which' - 'What'

Phonetics

- **p** (pen)
- **aj** (nine)

Fair Registration 01:14

Overall Objectives

- Answering practical questions concerning participation in a trade fair or other event

Targeted Skills

- Listening
- Speaking
- Reading
- Writing

Language Functions

- Getting in contact with the right person
- Expressing quantity
- Understanding pricing
- Situating something in time
- Expressing intention

Lexical Groups

- Management (chair, to put together, event planner, ...)
- Prices & payments (discount, additional, charge, ...)

Vocabulary

- Expressions of quantity

Grammar

- 'There is' - 'There are'
- Goal and consequence

Phonetics

- **ŋ** (nothing)
- **ɔ** (small)
- **æ** (Saturday)

Virtual Conversation: Organize a Trip 01:14

Overall Objectives

- Organizing a trip abroad

A Special Offer 01:08

Overall Objectives	<ul style="list-style-type: none">- Offering your services to a prospect- Responding to an offer of service
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Addressing a topic- Praising someone or something- Making an offer- Responding to an objection- Responding to someone over the telephone in an appropriate way- Asking for further details- Stating objections- Expressing wishes
Lexical Groups	<ul style="list-style-type: none">- Value judgment (bargain, deal, one-of-a-kind, ...)- Prices & payments (fee, free of charge, rate, ...)
Vocabulary	<ul style="list-style-type: none">- A use of the comparative
Grammar	<ul style="list-style-type: none">- Regular comparatives- Irregular comparatives- Possessive pronouns
Phonetics	<ul style="list-style-type: none">- t (fifteen)- b (October)

A Telephone Survey 01:01

Overall Objectives	<ul style="list-style-type: none">- Conducting short telephone interviews as part of market research
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Asking to speak with someone- Specifying the reason for your call- Obtaining information about the consumption of something
Lexical Groups	<ul style="list-style-type: none">- Management (to be in charge, to manage, to be responsible for, ...)- Buying & selling (purchase, subcontract, purchase volume, ...)
Phonetics	<ul style="list-style-type: none">- g (good)- k (black)

The Survey 00:36

Overall Objectives	<ul style="list-style-type: none">- Writing a customer survey
Targeted Skills	<ul style="list-style-type: none">- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Asking for information- Offering a range of answers to a question
Lexical Groups	<ul style="list-style-type: none">- Surveys & questionnaires (survey, to fill in, to fill out (US), ...)
Grammar	<ul style="list-style-type: none">- 'How' + adjective or adverb

Presentations and Meetings II

The Language Program Presentations and Meetings will enable you to interact in a variety of clear-cut situations, and to write and understand standard documents. You will learn to express yourself in a clear, detailed way when speaking to a group, such as when explaining a procedure or justifying a choice. You will be capable of writing and understanding straightforward documents such as memos. You will be able to converse with and understand others as long as accents are familiar and only standard speech is used.

Length: 07:41

About the Presentation 01:45

Overall Objectives	<ul style="list-style-type: none">- Summarizing your points of view on technical questions to a familiar audience
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Outlining the advantages of something- Minimizing something's flaws and drawbacks- Giving an example
Lexical Groups	<ul style="list-style-type: none">- Maintenance and functioning (configuration, to install, to implement, ...)- Examples (as you can see, clear, to demonstrate, ...)
Grammar	<ul style="list-style-type: none">- Construction of the present conditional- Diplomatic constructions
Phonetics	<ul style="list-style-type: none">- Pronunciation of consonants- p (pen)- f (five)- v (seventy)

Asset Management 00:41

Overall Objectives	<ul style="list-style-type: none">- Summarizing your points of view on technical questions to a familiar audience
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Outlining the advantages of something- Minimizing something's flaws and drawbacks- Giving an example
Lexical Groups	<ul style="list-style-type: none">- Maintenance and functioning (configuration, to install, to implement, ...)- Examples (as you can see, clear, to demonstrate, ...)
Vocabulary	<ul style="list-style-type: none">- Examples and illustrations
Grammar	<ul style="list-style-type: none">- Relative pronouns and adverbs- Construction of the present conditional- Diplomatic constructions

The Production Process 01:39

Overall Objectives	<ul style="list-style-type: none">- Explaining work methods in an informative way to an audience (clients, colleagues, etc.)
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Outlining the stages of a process- Informing the people involved in a process- Justifying a choice- Talking about the amount of time that something takes
Lexical Groups	<ul style="list-style-type: none">- Project management (to agree on, to appoint, to approve, ...)- Duration (time-consuming, to take, brief, ...)
Grammar	<ul style="list-style-type: none">- Construction of the present perfect- Use of the present perfect
Phonetics	<ul style="list-style-type: none">- z (please)- s (sixteen)- ʃ (she)

Explanation of a Procedure

00:40

Overall Objectives	<ul style="list-style-type: none">- Explaining work methods in an informative way to an audience (clients, colleagues, etc.)
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Outlining the stages of a process- Informing the people involved in a process- Justifying a choice- Talking about the amount of time that something takes
Lexical Groups	<ul style="list-style-type: none">- Project management (to assign, to appoint, in charge of, ...)- Duration (time-consuming, to take, brief, ...)
Grammar	<ul style="list-style-type: none">- Construction of the present perfect- Use of the present perfect- Construction of the passive- Use of the passive- Goal and consequence- Expressions of condition

Advice 00:36

Overall Objectives	<ul style="list-style-type: none">- Writing recommendations
Targeted Skills	<ul style="list-style-type: none">- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Advising- Justifying an action
Lexical Groups	<ul style="list-style-type: none">- Advice and recommendations
Grammar	<ul style="list-style-type: none">- 'Instead of' - 'Rather than'

Delays 01:15

Overall Objectives	<ul style="list-style-type: none">- Discussing progress made on a project
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Expressing necessity- Situating something in time- Expressing agreement- Understanding constraints
Lexical Groups	<ul style="list-style-type: none">- Qualifiers of time and age (on time, quickly, soon, ...)- Project management (to compromise, quality, budget, ...)
Vocabulary	<ul style="list-style-type: none">- 'Next' - 'The next'
Grammar	<ul style="list-style-type: none">- 'Must' - 'Have to'- 'Will' - 'To be going to'- 'Also' - 'As well' - 'Too'
Phonetics	<ul style="list-style-type: none">- ʌ (but)- dʒ (July)- ɒw (November)

Instructions 00:44

Overall Objectives	<ul style="list-style-type: none">- Giving instructions
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking
Language Functions	<ul style="list-style-type: none">- Relaying information- Insisting on something- Explaining a procedure- Giving details about something
Lexical Groups	<ul style="list-style-type: none">- Speaking (to repeat, to explain, to insist, ...)- Situation in time (first off, moving on, in addition, ...)- The business world (step, stage, part, ...)
Vocabulary	<ul style="list-style-type: none">- 'So that' + 'may' or 'can'- 'Process' and 'procedure'
Grammar	<ul style="list-style-type: none">- Making references- Object pronouns- Use of the pronoun 'one'- Relative pronouns and adverbs
Phonetics	<ul style="list-style-type: none">- Intonation and stress

The Leaving Party 00:23

Overall Objectives	- Understanding a memorandum in detail
Targeted Skills	- Reading
Language Functions	- Identifying information in a standard document
Lexical Groups	- Corporate life (retirement, to retire, party, ...)

To complete my training

Client relations

The learning program Client relations will enable you to:

- answer a client following a problem with an order;
- review the expressions for negotiating with someone in order to get discounts or to finalize the terms of a contract;
- describe an IT problem;
- answer a technician's questions.

Length: 04:46

Customer Service 01:31

Overall Objectives	Deal with a client who has a problem with a delivery. Ask about the invoice and negotiate a compromise to resolve the situation.
Lexical Groups	<div>Finance and Insurance<ul style="list-style-type: none">- Accounting- Insurance</div> <div>Shopping<ul style="list-style-type: none">- People and professions</div> <div>Objects<ul style="list-style-type: none">- Descriptive terms</div> <div>Economy and Trade<ul style="list-style-type: none">- Cost, payment- Buying, selling- Delivery</div>
Grammar	<div>The affirmative imperative</div> <div>The negative imperative</div>

First Negotiations 01:35

Overall Objectives Learn how to negotiate. Discuss discounts on bulk orders and distribution rights with a distribution company representative.

Lexical Groups

Economy and Trade

- Negotiation
- Delivery

Work Environment

- Corporate life
- Office space and supplies

Communication and Intellect

- Oral communication
- Suggestion, proposal, advice

Judgment and Opinion

- Descriptive terms

Time

- Time periods

Grammar

Regular superlatives

Irregular superlatives

"Shall"

Contracts 02:07

Overall Objectives Negotiate the terms of a contract with a sales representative. Discuss the discount, terms of payment and warranty covering the products. Outline how any contract disputes will be settled.

Lexical Groups

Judgment and Opinion

- Agreement, disagreement

Communication and Intellect

- Thinking, debating, explaining

Finance and Insurance

- Insurance

Economy and Trade

- Cost, payment
- People and professions

Administration and Law

- Law and justice
- Laws and regulations

Grammar

Sequence of tenses with "if"

Technical Problems 01:40

Overall Objectives

Call technical support after your laptop crashes. Describe the problem to the technician and respond to his questions. Discuss solutions to the problem.

Lexical Groups

Science and Industry

- Computer science
- Electricity
- Technology

Judgment and Opinion

- Appraisal

The Media

- The Internet

Objects

- How it works

Work Environment

- Managing and organizing

Professions and hierarchy

Grammar

Construction of the present perfect continuous

Use of the present perfect continuous

On a business trip

The learning program On a business trip aims at developing your capacity:

- to exchange information with an check-in desk clerk at the airport (changing your ticket, confirming flight times, checking bags and boarding the aircraft);
- to give the precise location for a meeting;
- to confirm the date for a business meeting.

Length: 06:24

At the Airport 02:08

Overall Objectives

Respond to the questions asked at the check-in counter of New York airport. Upgrade your ticket, check your flight's departure and arrival times, check-in your luggage and enquire about the boarding gate.

Lexical Groups

Air and Rail Transportation

- Traveling by train or plane
- Departure and arrival
- Baggage

Transportation Terms

- Safety and regulations
- Stages of a journey
- Public transportation

Defining Space

- Movements, moving

Vacations and Traveling

- Accessories

Grammar

"Must" - "Have to"

Possessive pronouns

Getting Directions 01:59

Overall Objectives

Follow instructions over the phone to find the New York restaurant where you will attend your business lunch. Confirm the date and location of the meeting.

Lexical Groups

Time

- Schedule

Defining Space

- Direction
- Distance
- Indicating a place

Cities and Towns

- Places and buildings

Food

- Eating out

Transportation Terms

- Safety and regulations
- Public transportation

Grammar

Construction of the present perfect

Use of the present perfect

"Still" - "Yet"

"Yet" - "Not yet"

Cultural Exercises 00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

A Business Lunch 02:10

Overall Objectives

Conclude a contract during a business lunch. Engage in small talk: your business trip, your family and where you live. Order the meal. Discuss the terms of the contract and payment. Reach an agreement.

Lexical Groups

Food

- Courses
- Eating out

Personality and Feelings

- Feelings
- Tastes

Communication and Intellect

- Oral communication

Work Environment

- Managing and organizing

Economy and Trade

- Delivery
- People and professions

Grammar

"For" - "Since" - "Ago"

Product presentation

With the learning program Product presentation, you will learn how:

- to have a discussion with a company rep;
- to get information about a company's products;
- to answer a client's questions about your product: its physical characteristics (color, size, etc.), the warranty, the price, possible discounts;
- to ask a client to fill out a questionnaire.

Length: 05:22

Telesales 01:47

Overall Objectives

Respond to a telesales representative who wants to sell you his company's services. Discuss the advantages and disadvantages of their range of services in relation to existing services. Negotiate with the telesales representative.

Lexical Groups

Work Environment

- Corporate life

Finance and Insurance

- Insurance
- Accounting
- Banking

Economy and Trade

- Cost, payment
- Delivery

Communication and Intellect

- Choices and decisions
- Suggestion, proposal, advice

Making Contact

- The telephone
- Written correspondence

Grammar

Regular comparatives
Irregular comparatives

A Trade Fair 01:45

Overall Objectives

During an IT trade fair in Frankfurt, discuss potential business links with a representative of another company.

Lexical Groups

Economy and Trade

- Miscellaneous items
- Buying, selling

Work Environment

- Office space and supplies
- Managing and organizing

Science and Industry

- Technology

Shopping

- Stores

Grammar

"May" - "Might"
"To look forward to"

Product Presentation 01:50

Overall Objectives

Respond to a client who asks you about one of your products. Describe the various features of the product and the length of validity of the warranty. Give the price and negotiate with the customer over the discount. Ask the customer to fill out a customer survey.

Lexical Groups

Economy and Trade

- Marketing

Communication and Intellect

- Choices and decisions
- Obtaining information

Objects

- Packaging
- Descriptive terms
- Progress and Change

Grammar

"Should" and "ought to": advice

Presenting your company

The learning program Presenting your company will develop your capacity:

- to answer a journalist's questions about your company (history, international success, etc.);
- during a trade fair, to explain how the company works and how it has become a market leader;
- to show how your company's distribution network is organized;
- to present overseas mergers and profits;
- to announce sales objectives for the coming year.

Length: 03:46

The Company 02:46

Overall Objectives

A journalist interviews you about your company. Answer his questions about your company's history and its international growth. Describe your products.

Lexical Groups

Time

- Frequency

Work Environment

- Office space and supplies
- Professions and hierarchy
- Corporate life
- Managing and organizing

Judgment and Opinion

- Necessity, ability and difficulty

Science and Industry

- Technology

Finance and Insurance

- The stock market

Economy and Trade

- Marketing

Grammar

Use of the past tense

Irregular verbs

Percentages

Presenting your Firm

01:45

Overall Objectives

Respond to questions about your company while at a trade fair. Speak about the number of employees and the location of your headquarters. Explain how you became the market leader and how your distribution network is organized. Talk about your company's mergers and overseas profits. Outline the company's objectives for the coming year.

Lexical Groups

Economy and Trade

- Delivery
- Professions and hierarchy
- Micro- and macroeconomics
- Buying, selling

Work Environment

- Professions and hierarchy
- Office space and supplies
- Managing and organizing

Progress and Change

Finance and Insurance

- Accounting
- Banking

Science and Industry

- Technology

Grammar

Questions without interrogative pronouns

Interrogative pronouns, adjectives and adverbs

Past interrogatives

All topics

The learning program All topics aims at increasing your autonomy in the following situations:

- presenting your company, its mission, philosophy and product line;
- leaving on a business trip and participating in a business luncheon.

Length: 10:18

A Business Lunch

02:18

Overall Objectives

Conclude a contract during a business lunch. Engage in small talk: your business trip, your family and where you live. Order the meal. Discuss the terms of the contract and payment. Reach an agreement.

Lexical Groups

Food

- Courses
- Eating out

Personality and Feelings

- Feelings
- Tastes

Communication and Intellect

- Oral communication

Work Environment

- Managing and organizing

Economy and Trade

- Delivery
- People and professions

Grammar

"For" - "Since" - "Ago"

The Company 02:01

Overall Objectives

A journalist interviews you about your company. Answer his questions about your company's history and its growth internationally. Describe your products.

Lexical Groups

Time

- Frequency

Work Environment

- Office space and supplies
- Professions and hierarchy
- Corporate life
- Managing and organizing

Judgment and Opinion

- Necessity, ability and difficulty

Science and Industry

- Technology

Finance and Insurance

- The stock market

Economy and Trade

- Marketing

Grammar

Use of the past tense

Irregular verbs

Percentages

At the Airport 02:08

Overall Objectives

A journalist interviews you about your company. Answer his questions about your company's history and its growth internationally. Describe your products.

Lexical Groups

Air and Rail Transportation

- Traveling by train or plane
- Departure and arrival
- Baggage

Transportation Terms

- Safety and regulations
- Stages of a journey
- Public transportation

Defining Space

- Movements, moving

Vacations and Traveling

- Accessories

Grammar

"Must" - "Have to"

Possessive pronouns

Getting Directions 01:59

Overall Objectives

Follow instructions over the phone on how to find the restaurant in New York where you are to attend a business lunch. Confirm the date and location of the meeting.

Lexical Groups

Time

- Schedule

Defining Space

- Direction
- Distance
- Indicating a place

Cities and Towns

- Places and buildings

Food

- Eating out

Transportation Terms

- Safety and regulations
- Public transportation

Grammar

Construction of the present perfect

Use of the present perfect

"Still" - "Yet"

"Yet" - "Not yet"

Cultural Exercises 00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

Presentations and Meetings III

The Language Program Presentations and Meetings will enable you to carry out a variety of tasks such as presenting information and restrictions, explaining results, or informing others of your intentions. You will also be capable of writing and reading professional documents containing complex content, such as reports or meeting minutes. You will be able to express yourself with some fluidity and spontaneity, as well as understand others when discussing relatively complex topics that are somewhat familiar to you, even when others speak with an accent.

Length: 05:08

Company Strategy 01:22

- | | |
|--------------------|--|
| Overall Objectives | <ul style="list-style-type: none">- Consulting with managers in order to identify & respond to a company's needs- Informing managers of your intentions |
| Targeted Skills | <ul style="list-style-type: none">- Listening- Speaking- Reading- Writing |
| Language Functions | <ul style="list-style-type: none">- Understanding an issue- Making a suggestion- Communicating priorities- Defining a strategy- Advising |
| Lexical Groups | <ul style="list-style-type: none">- Corporate strategy (communication strategy, policy, change plan, ...)- Management (buy-in, ownership, on board, ...) |
| Grammar | <ul style="list-style-type: none">- The present subjunctive- The past subjunctive |
| Language & Culture | <ul style="list-style-type: none">- Diplomatic advice |

Executive Committee Meeting 00:28

- | | |
|--------------------|---|
| Overall Objectives | <ul style="list-style-type: none">- Understanding meeting minutes |
| Targeted Skills | <ul style="list-style-type: none">- Reading |
| Language Functions | <ul style="list-style-type: none">- Identifying information in a standard document |
| Lexical Groups | <ul style="list-style-type: none">- Meetings (apologies, A.O.C.B. [Any Other Competent Business], read and agreed, ...)- Professional documents (minutes, ...) |

Virtual Conversation: Organize a Meeting 00:20

- | | |
|--------------------|---|
| Overall Objectives | <ul style="list-style-type: none">- Organizing a meeting with multiple participants |
|--------------------|---|

A Project Update 00:38

Overall Objectives	<ul style="list-style-type: none">- Relaying & explaining results to a supervisor
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking
Language Functions	<ul style="list-style-type: none">- Understanding a question concerning the advancement of something- Giving information about the advancement of something- Commenting on results- Giving details about something
Lexical Groups	<ul style="list-style-type: none">- Project management (to have some way to go, to go back to the drawing board, to start from scratch, ...)- Value judgment (negative, smoothly, promising, ...)- Description of results (complaint, drawback, conclusive, ...)
Vocabulary	<ul style="list-style-type: none">- Emphatic 'do'- Expressions with 'to have'
Grammar	<ul style="list-style-type: none">- Comparing equals- Adverbs of degree

The Year in Review 00:36

Overall Objectives	<ul style="list-style-type: none">- Identifying the main ideas in a text & summarizing it
Targeted Skills	<ul style="list-style-type: none">- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Understanding the structure of a text- Understanding the main ideas in a text- Summarizing ideas
Lexical Groups	<ul style="list-style-type: none">- Reports & summaries (Furthermore, Moreover, Overall, ...)

Policies 00:45

Overall Objectives	<ul style="list-style-type: none">- Presenting and explaining a set of rules or regulations
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking
Language Functions	<ul style="list-style-type: none">- Prohibiting- Expressing obligation- Granting permission or expressing an absence of obligation- Expressing change- Providing more specific information by giving concrete examples
Lexical Groups	<ul style="list-style-type: none">- Laws & regulations (to prohibit, law, to forbid, ...)- Laws & regulations (to require, in compliance, rule, ...)- Laws & regulations (have the right to, to grant, to permit, ...)- Progression (no longer, to discontinue, to modify, ...)- Present situation (from now on, now, for the time being, ...)- Laws & regulations (to pass a law, bill, code, ...)- Laws & regulations (to apply, to comply, to require, ...)
Vocabulary	<ul style="list-style-type: none">- A use of the comparative- Describing motion
Grammar	<ul style="list-style-type: none">- 'May' - 'Might'- 'Some' - 'Any'- 'Should' and 'ought to': advice- Construction of the present perfect- Use of the present perfect- Goal and consequence

Site Visit 00:40

Overall Objectives	<ul style="list-style-type: none">- Giving a formal, pre-arranged guided tour
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking
Language Functions	<ul style="list-style-type: none">- Introducing yourself in a professional context- Giving instructions- Providing background information on something- Describing a place
Lexical Groups	<ul style="list-style-type: none">- Company structure (affiliate, corporation, incorporated, ...)- Corporate strategy (to downsize, to streamline, to found, ...)- Company premises (plant facilities, plant, manufacturing facilities, ...)
Grammar	<ul style="list-style-type: none">- Construction of the present perfect continuous- Use of the present perfect continuous- Use of the present perfect- The present subjunctive- The past continuous- Past perfect

Virtual Conversation: Interview for a Job 00:20

Overall Objectives	<ul style="list-style-type: none">- Going to a job interview
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Interpersonal Skills and Negotiation III

The Language Program Interpersonal Skills and Negotiation will enable you to fluently and effectively communicate with others in both formal and informal situations. You will be able to carry out relatively complex tasks such as welcoming clients, justifying decisions, or negotiating deadlines or prices. You will be capable of writing clear, detailed professional documents, such as letters or brochures. You will be able to interact in a reasonably natural way, even when others speak with an accent, as long as topics are somewhat familiar and background noise is not excessive.

Length: 14:23

The Trade Show 01:17

Overall Objectives	<ul style="list-style-type: none">- Welcoming & giving information to a prospect in an interesting way
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Offering something politely- Praising someone or something- Understanding a request for information on the conditions of a discount- Giving information on the conditions of a discount
Lexical Groups	<ul style="list-style-type: none">- Value judgment (stylish, high-end, top quality, ...)- Prices & payments (goodwill gesture, introductory offer, bulk order, ...)- A person's availability (to be convenient, to suit someone, to be OK with someone, ...)- Clauses & conditions (to depend on, to be dependent on, according to, ...)
Grammar	<ul style="list-style-type: none">- The place of 'even'
Language & Culture	<ul style="list-style-type: none">- Persuasive suggestion- Ways to offer refreshments

Virtual Conversation: Rent a Car 00:20

Overall Objectives	<ul style="list-style-type: none">- Renting a car and negotiating rental conditions
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Questions about Berlin 03:05

Overall Objectives	<ul style="list-style-type: none">- Talking about your personal plans in detail
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Writing
Language Functions	<ul style="list-style-type: none">- Expressing a degree of certainty- Asking someone for advice- Expressing enthusiasm- Expressing fear, concern, anxiety- Describing a sequence of future events
Lexical Groups	<ul style="list-style-type: none">- Feelings (overjoyed, thrilled, to look forward to, ...)- Administrative procedures (to jump through hoops, rigmarole, bureaucracy, ...)- Probability and potential (to set in stone, sure thing, conceivable, ...)- Advice and recommendations (tip, pointer, word of wisdom, ...)- Assessment of a situation (to dread, apprehensive, to fret, ...)
Grammar	<ul style="list-style-type: none">- The place of 'even'
Language & Culture	<ul style="list-style-type: none">- Adverbs of degree- The future perfect

Virtual Conversation: Handle Travel Trouble 00:20

Overall Objectives	<ul style="list-style-type: none">- Managing unexpected events during a trip abroad
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History of a Business 02:55

Overall Objectives	<ul style="list-style-type: none">- Talking about your company in an informal setting
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Writing
Language Functions	<ul style="list-style-type: none">- Describing a company- Giving information about a company's history- Giving information about a company's projects- Minimizing something's flaws and drawbacks
Lexical Groups	<ul style="list-style-type: none">- Corporate strategy (partnership, to join forces, to take over, ...)- Progression (to venture, to get off the ground, rise, ...)- Description and characterization (first-rate, franchise, multinational, ...)- Development & expansion (to corner the market, to lead the field, innovation, ...)- Problems and disagreements (setback, hurdle, ups and downs, ...)
Vocabulary	<ul style="list-style-type: none">- Expressions of increase- Concession and opposition
Grammar	<ul style="list-style-type: none">- Compound adjectives- Past perfect- Reinforcing the comparative

Hotel Brochure 00:31

Overall Objectives	<ul style="list-style-type: none">- Writing an informational brochure about a company's services
Targeted Skills	<ul style="list-style-type: none">- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Giving information- Praising someone or something
Lexical Groups	<ul style="list-style-type: none">- Value judgment (effective, successful, tailor-made, ...)- Prices & payments (minimum charge, price range, flat rate, ...)

The Order 01:02

Overall Objectives	<ul style="list-style-type: none">- Negotiating a price with a cooperative client
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Opening a negotiation- Understanding a need- Praising someone or something- Making an offer
Lexical Groups	<ul style="list-style-type: none">- Situation in time (to get down to something, to move along, to get started, ...)- Prices & payments (to give someone a good price, to give someone a good deal, to throw something in, ...)- Criteria to measure the quality of a service (to fit a need, tailor-made (for someone), made-to-order, ...)
Grammar	<ul style="list-style-type: none">- Regular comparatives- Irregular comparatives- Use of the pronoun 'one'
Phonetics	<ul style="list-style-type: none">- Intonation and stress
Language & Culture	<ul style="list-style-type: none">- 'Shall'

Delivery Time 01:11

Overall Objectives	<ul style="list-style-type: none">- Negotiating a deadline with a cooperative client
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Making predictions- Expressing uncertainty- Justifying a possibility- Offering compensation
Lexical Groups	<ul style="list-style-type: none">- Duration (delay, to take..., ...)- Project management (to be snowed under, to be behind on something, overbooked, ...)- Complaints (to compensate for, compensation, to make up for something, ...)
Grammar	<ul style="list-style-type: none">- Approximation- 'Should' and 'Ought to': probability- Modal auxiliaries- 'When,' 'while' + present- Use of the present conditional

The Resignation 00:32

Overall Objectives	<ul style="list-style-type: none">- Writing a letter of resignation
Targeted Skills	<ul style="list-style-type: none">- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Announcing a decision- Justifying a decision
Lexical Groups	<ul style="list-style-type: none">- Human resources (resignation, to accept a position, transfer of responsibilities, ...)

Business Negotiations 00:44

Overall Objectives	<ul style="list-style-type: none">- Negotiating a price with a cooperative supplier
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Stating demands or requirements- Arguing in favor of something- Identifying limits- Making an offer
Lexical Groups	<ul style="list-style-type: none">- Prices & payments (to get a X% discount, to give a discount, discount on ..., ...)- Sales (wholesale, to raise, sales rep, ...)- Delivery (distributor, order, shipping, ...)
Grammar	<ul style="list-style-type: none">- Sequence of tenses with 'if'

An Overdue Payment 01:12

Overall Objectives	<ul style="list-style-type: none">- Giving a reminder in the case of an unpaid bill
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Addressing a topic- Verifying that something has been done- Exposing a problem- Demanding payment- Taking a request into account
Lexical Groups	<ul style="list-style-type: none">- Prices & payments (to withhold, terms of sale, overdue, ...)- Resolution & handling of problems (to straighten out, to iron out, to sort out, ...)
Vocabulary	<ul style="list-style-type: none">- Expressions with 'to have'
Grammar	<ul style="list-style-type: none">- Adverbs of degree

At the Restaurant 01:14

Overall Objectives	<ul style="list-style-type: none">- Discussing a project, a contract, a deal, etc. during the course of a meal or other informal event
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Talking about yourself- Imposing conditions diplomatically- Clarifying an ambiguous point- Assuring someone of something
Lexical Groups	<ul style="list-style-type: none">- Stages of a meal (course, appetizer, starter, ...)
Vocabulary	<ul style="list-style-type: none">- 'Within' - 'Within ... of'
Grammar	<ul style="list-style-type: none">- Diplomatic constructions
Phonetics	<ul style="list-style-type: none">- Intonation and stress
Language & Culture	<ul style="list-style-type: none">- Personal questions etiquette- Business dining etiquette

Client and Business Partner Relations III

The Language Program Client and Business Partner Relations will enable you to interact effectively with clients, such as when handling problematic requests or dealing with uncooperative visitors. You will be able to communicate clearly and in detail over the phone when making apologies, insisting on something, or expressing certainty. You will be capable of understanding written complaints containing a wide range of vocabulary, and also be able to respond to them in a clear, detailed way. You will be able to understand complex speech, even when others speak with accents, as long as the topics discussed are somewhat familiar to you.

Length: 08:41

A Difficult Visitor 01:39

Overall Objectives	<ul style="list-style-type: none">- Welcoming an uncooperative visitor- Asking an uncooperative visitor to wait
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Identifying a problem- Reassuring a visitor- Making excuses- Expressing empathy- Insisting diplomatically- Interrupting diplomatically- Suggesting a choice
Lexical Groups	<ul style="list-style-type: none">- Problem explanation (to regret, unavoidable, to encounter, ...)- Assessment of a situation (to appreciate, to acknowledge, to recognize, ...)
Vocabulary	<ul style="list-style-type: none">- Emphatic 'do'
Grammar	<ul style="list-style-type: none">- Diplomatic constructions

A Busy Thursday Morning 01:12

Overall Objectives	<ul style="list-style-type: none">- Handling a problematic request
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Expressing a degree of certainty- Stalling for time- Generalizing- Notifying someone that something might happen- Refusing diplomatically- Offering a solution
Lexical Groups	<ul style="list-style-type: none">- Habits and tendencies (to be inclined to, tendency, as a rule, ...)- Probability and potential (doubtful, conceivable, to be liable to, ...)
Vocabulary	<ul style="list-style-type: none">- Noncommittal replies
Grammar	<ul style="list-style-type: none">- Diplomatic constructions- Expressions of emphasis

A Meeting to Reschedule 00:39

Overall Objectives	<ul style="list-style-type: none">- Handling a problematic request
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Expressing a degree of certainty- Stalling for time- Generalizing- Notifying someone that something might happen- Refusing diplomatically- Offering a solution
Lexical Groups	<ul style="list-style-type: none">- Habits and tendencies (to be inclined to, to have a tendency to, customary, ...)- Probability and potential (doubtful, conceivable, to be liable to, ...)
Vocabulary	<ul style="list-style-type: none">- Noncommittal replies
Grammar	<ul style="list-style-type: none">- Diplomatic constructions- The perfect conditional- Expressions of emphasis

Virtual Conversation: Change a Plane Ticket 00:20

Overall Objectives	<ul style="list-style-type: none">- Resolving a complicated issue with a reservations agent
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An Order Problem 01:28

Overall Objectives	<ul style="list-style-type: none">- Handling a complaint from a dissatisfied client
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Apologizing- Expressing a degree of certainty- Justifying results- Committing to doing something- Making predictions
Lexical Groups	<ul style="list-style-type: none">- Cause & effect (to have trouble with, unforeseen circumstances, to be beyond someone's control, ...)- Information & inquiries (to get back to someone, to find out, to check on something, ...)
Vocabulary	<ul style="list-style-type: none">- 'I am told'
Grammar	<ul style="list-style-type: none">- Perfect conditional using 'should'- Use of the present perfect continuous- 'Should' and 'Ought to': probability

The Complaint 00:24

Overall Objectives	- Understanding the gist of a long, detailed letter of complaint
Targeted Skills	- Reading
Language Functions	- Understanding the structure of a text - Understanding the reason for a complaint
Lexical Groups	- Complaints (inconvenience, satisfaction, to remedy, ...)

A Defective Product 01:08

Overall Objectives	- Responding to a complaint
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Responding to someone over the telephone in an appropriate way - Showing that you understand - Asking for further details - Informing someone of something - Insisting on something - Assuring someone of something
Lexical Groups	- Prices & payments (purchase order number, invoice, billing address, ...) - After-sales, maintenance, and warranties (credit, policy, refund, ...)
Vocabulary	- Confirmation of understanding
Grammar	- 'To let' - Phrasal verbs
Language & Culture	- Telephone calls

Virtual Conversation: Get Technical Help 00:20

Overall Objectives	- Responding to a complaint
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The Response 00:31

Overall Objectives	- Responding to a complaint by letter or email
Targeted Skills	- Reading - Writing
Language Functions	- Apologizing - Justifying someone or something - Praising someone or something
Lexical Groups	- Complaints (inconvenience, satisfaction, to remedy, ...)
Vocabulary	- Confirmation of understanding
Grammar	- Diplomatic constructions

Service Problems 01:03

Overall Objectives	<ul style="list-style-type: none">- Making a complaint using arguments
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Exposing a problem- Presenting arguments- Expressing dissatisfaction- Reproaching- Asking to have someone intervene
Lexical Groups	<ul style="list-style-type: none">- Complaints (to mess up, to lay the blame, incident, ...)- Resolution & handling of problems (to get to the bottom of something, to nip something in the bud, to take care of, ...)
Vocabulary	<ul style="list-style-type: none">- 'Supposed to'
Grammar	<ul style="list-style-type: none">- 'The more ... the more'- The sequence of tenses
Language & Culture	<ul style="list-style-type: none">- Expressions of dissatisfaction

To complete my training

Jobs and career paths

The learning program Jobs and career paths will enable you:

- to get to know the names of different occupations, as well as the vocabulary related to the job of project manager in a company;
- to learn how to speak about time organization.

Length: 08:04

Service Problems 01:03

Overall Objectives	Answer questions about your company and talk about your work.
Lexical Groups	Communication and Intellect <ul style="list-style-type: none">- Oral communication Progress and Change <ul style="list-style-type: none">- Success and failure Work Environment <ul style="list-style-type: none">- Managing and organizing- Professions and hierarchy- Meetings Time <ul style="list-style-type: none">- Schedule
Grammar	Perfect conditional using "should" "How" + adjective or adverb

A New Job 02:36

Overall Objectives

Discuss business strategies to optimize your work. Learn vocabulary related to professions.

Lexical Groups

Communication and Intellect

- Obligation, permission, prohibiting
- Obtaining information

Economy and Trade

- Negotiation
- People and professions

Work Environment

- Managing and organizing
- Professions and hierarchy
- Corporate life

Time

- Schedule

Grammar

Use of the passive

The impersonal structure

Cultural Exercises 00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

Job Promotions 02:54

Overall Objectives

Organize your work, develop sales strategies and negotiate a promotion.

Lexical Groups

Work Environment

- Managing and organizing

Economy and Trade

- Negotiation
- Cost, payment

Progress and Change

Finance and Insurance

- Accounting

Work Environment

- Managing and organizing
- Corporate life

Grammar

"Had better" - "Would rather"

"Each other" - "One another"

Business calls

With the learning program Business calls, you will learn how:

- to formulate questions for a telephone survey;
- to establish an inventory of needs for IT equipment while speaking with a client on the telephone;
- to set up an appointment to meet with a client.

Length: 08:12

Seminar Planning 03:08

Overall Objectives	Reserve a hotel room. Organize a seminar, set the date and number of participants, choose the services required. Arrange for payment.
Lexical Groups	<p>Communication and Intellect</p> <ul style="list-style-type: none">- Oral communication- Obtaining information- Greetings, being polite <p>Judgment and Opinion</p> <ul style="list-style-type: none">- Necessity, ability and difficulty <p>Housing</p> <ul style="list-style-type: none">- Living spaces <p>Sports</p> <ul style="list-style-type: none">- People and professions <p>Time</p> <ul style="list-style-type: none">- Schedule
Grammar	<p>The perfect conditional</p> <p>Infinitive clauses</p> <p>"To be left" - "To have left"</p>

Helpful Contacts 02:36

Overall Objectives	Conduct a study to clarify clients' needs, learn vocabulary related to computer equipment and set up an appointment.
Lexical Groups	<p>Objects</p> <ul style="list-style-type: none">- Descriptive terms <p>Economy and Trade</p> <ul style="list-style-type: none">- Business and commerce- Buying, selling- Delivery- Cost, payment- Products, merchandise- People and professions <p>The Media</p> <ul style="list-style-type: none">- The Internet <p>Measurements and Quantities</p> <ul style="list-style-type: none">- Whole numbers <p>Science and Industry</p> <ul style="list-style-type: none">- Computer science
Grammar	<p>"Shall"</p> <p>"To let"</p>

On a business trip

The learning program On a business trip will enable you:

- to guide travelers;
- to give advice to travelers;
- to express your general opinion about the United States.

Length: 03:08

Living in America 03:01

Overall Objectives

Reply to general questions about your daily life in the US: Where do you live? What is your job?
What are your hobbies?

Lexical Groups

Communication and Intellect

- Oral communication

Economy and Trade

- Products, merchandise
- People and professions

Education

- Learning and knowledge
- The educational process
- Language, reading and writing

Judgment and Opinion

- Necessity, ability and difficulty

Work Environment

- Professions and hierarchy
- Corporate life

Grammar

"That" and dependent clauses

"To be likely"

Omission of certain prepositions

Cultural Exercises 00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

Client relations

The learning program Client relations will enable you:

- to get to know the vocabulary related to business travel, insurance and banking;
- to learn the vocabulary used in an airport;
- to ask questions about business travel by airplane;
- to get details about a business trip.

Length: 08:21

Flight Information 02:42

Overall Objectives Learn airport vocabulary (departure, gate, flight number) and answer questions about flights.

Lexical Groups	Transportation Terms
	<ul style="list-style-type: none">- Stages of a journey- People and professions
	Air and Rail Transportation
	<ul style="list-style-type: none">- Traveling by train or plane- The trip- Departure and arrival- Baggage
	Vacations and Traveling
	<ul style="list-style-type: none">- Accessories

Grammar	"Should" and "Ought to:" probability Use of "else" More uses of the possessive
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Plane Reservations 02:28

Overall Objectives Make flight reservations: ask questions about destinations, dates, departure and arrival times.
Find a solution to travelers' concerns.

Lexical Groups	Stages of a Journey
	<ul style="list-style-type: none">- People and professions- Safety and regulations- Public transportation
	Air and Rail Transportation
	<ul style="list-style-type: none">- Technical terms- People and professions- Departure and arrival- Baggage
	Vacations and Traveling
	<ul style="list-style-type: none">- Accessories- Hotels

Grammar	Construction of the passive The sequence of tenses "When", "while" + present
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Insurance & Banking

03:04

Overall Objectives

Learn vocabulary related to the world of insurance and banking (coverage, life insurance, cash transfer, account number).

Lexical Groups

Administration and Law

- Law and Justice
- Crimes and misdemeanors

Economy and Trade

- Buying, selling
- People and professions

Finance and Insurance

- Insurance
- Banking

Work Environment

- Corporate life

Grammar

The main postpositions

"Little" - "A little" - "Much"

Invariable cardinal numbers

Cultural Exercises

00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

All topics

During a virtual "visit" to the United States, the learning program All topics will enable you to develop your knowledge and skills to know how:

- to discuss the customs and traditions of the United States;
- to organize a business trip;
- to plan a seminar;
- to carry out administrative tasks (at the post office, the bank, in an insurance agency, etc.).

Length: 11:46

Flight Information

02:44

Overall Objectives

Learn airport vocabulary (departure, gate, flight number) and answer questions about flights.

Lexical Groups

Transportation Terms

- Stages of a journey
- People and professions

Air and Rail Transportation

- Traveling by train or plane
- The trip
- Departure and arrival
- Baggage

Vacations and Traveling

- Accessories

Grammar

"Should" and "Ought to:" probability

Use of "else"

More uses of the possessive

Plane Reservations

02:43

Overall Objectives

Make flight reservations: ask questions about destinations, dates, departure and arrival times.
Find a solution to travelers' concerns.

Lexical Groups

Stages of a Journey

- People and professions
- Safety and regulations
- Public transportation

Air and Rail Transportation

- Technical terms
- People and professions
- Departure and arrival
- Baggage

Vacations and Traveling

- Accessories
- Hotels

Grammar

Construction of the passive

The sequence of tenses

"When", "while" + present

Living in America

03:01

Overall Objectives

Reply to general questions about your daily life in the US: Where do you live? What is your job?
What are your hobbies?

Lexical Groups

Communication and Intellect

- Oral communication

Economy and Trade

- Products, merchandise
- People and professions

Education

- Learning and knowledge
- The educational process
- Language, reading and writing

Judgment and Opinion

- Necessity, ability and difficulty

Work Environment

- Professions and hierarchy
- Corporate life

Grammar

"That" and dependent clauses

"To be likely"

Omission of certain prepositions

Cultural Exercises

00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

Insurance & Banking

03:04

Overall Objectives

Learn vocabulary related to the world of insurance and banking (coverage, life insurance, cash transfer, account number).

Lexical Groups

Administration and Law

- Law and Justice
- Crimes and misdemeanors

Economy and Trade

- Buying, selling
- People and professions

Finance and Insurance

- Insurance
- Banking

Work Environment

- Corporate life

Grammar

The main postpositions

"Little" - "A little" - "Much"

Invariable cardinal numbers

Cultural Exercises

00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

Interpersonal Skills and Negotiation IV

The Language Program Interpersonal Skills and Negotiation will enable you to engage in formal and informal multi-layered interactions, as well as give structured speeches on complex topics. You will be able to express yourself with ease when carrying out tasks such as responding to objections, convincing difficult clients, or criticizing in a diplomatic way. You will be capable of understanding others when they communicate implicit meanings or express needs and opinions, as well as understand specialized, lengthy documents, such as press articles. You will be able to communicate fluently with others on a wide range of topics, even when speaking with others who have pronounced accents.

Length: 10:10

An Unexpected Change 01:02

Overall Objectives	<ul style="list-style-type: none">- Understanding the stakes of a reception situation and the implicit information conveyed- Diffusing tension & negotiating solutions during delicate or conflictual interactions
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Understanding implicit meanings in verbal communication- Understanding statements about what might happen- Apologizing- Justifying a decision- Reassuring a visitor- Offering a solution
Lexical Groups	<ul style="list-style-type: none">- Value judgment (beneficial, profitable, expedient, ...)- Problems and disagreements (to be inconvenienced, to put someone out, nuisance, ...)- Assessment of a situation (critical, to be compelled to, of the essence, ...)
Vocabulary	<ul style="list-style-type: none">- Confirmation of understanding
Language & Culture	<ul style="list-style-type: none">- Diplomatic advice

Legal Advice 00:38

Overall Objectives	<ul style="list-style-type: none">- Giving general legal advice
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking
Language Functions	<ul style="list-style-type: none">- Understanding a problem- Asking for further details- Advising
Lexical Groups	<ul style="list-style-type: none">- Law & justice (law firm (US), case, ...)- Crimes & misdemeanors (fraudulent imitation, forgery, to commit a crime, ...)- Careers in law & justice (attorney (US), legal advisor, lawyer, ...)- Legal procedures (to take somebody to court, to take proceedings, to bring before the courts, ...)- Stages of a legal procedure (evidence, proof, ...)
Vocabulary	<ul style="list-style-type: none">- To be at stake

The Project 00:35

Overall Objectives	<ul style="list-style-type: none">- Giving general legal advice
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking
Language Functions	<ul style="list-style-type: none">- Understanding a need- Asking for further details- Making predictions
Lexical Groups	<ul style="list-style-type: none">- The business world (quality outcome, requirement, to monitor, ...)- Project brainstorming (to have something in mind, to imagine, to envisage, ...)

Client Negotiations 00:36

Overall Objectives	<ul style="list-style-type: none">- Convincing difficult clients- Critiquing a decision by arguing your point of view
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking
Language Functions	<ul style="list-style-type: none">- Identifying the pertinent points in a speech- Rephrasing information- Changing the subject in a subtle way- Insisting on something- Arguing in favor of something- Expressing & justifying objections
Lexical Groups	<ul style="list-style-type: none">- Critical thinking (to weigh up, to ruminate, to mull over, ...)- Criteria to measure the quality of a service
Vocabulary	<ul style="list-style-type: none">- Emphatic 'do'
Grammar	<ul style="list-style-type: none">- Diplomatic constructions
Phonetics	<ul style="list-style-type: none">- Intonation and stress

Virtual Conversation: Make a Deal 00:20

- Overall Objectives
- Negotiating a price with a difficult client

Between Meetings 01:21

- Overall Objectives
- Covering professional topics (such as negotiations) in an informal setting
 - Identifying potential cultural issues in a seemingly relaxed atmosphere

- Targeted Skills
- Listening
 - Speaking
 - Reading
 - Writing

- Language Functions
- Raising a delicate issue
 - Changing the subject in a subtle way
 - Going back to something
 - Criticizing diplomatically
 - Paying a compliment
 - Reacting to a compliment
 - Showing respect

- Grammar
- Diplomatic constructions

- Phonetics
- Intonation and stress

- Language & Culture
- Baseball expressions
 - Making and receiving compliments
 - Business dining etiquette

The Economy 00:43

- Overall Objectives
- Participating in a group discussion about economic & market news

- Targeted Skills
- Listening
 - Speaking

- Language Functions
- Understanding someone's opinion
 - Going into something in more depth
 - Establishing limitations
 - Making predictions

- Lexical Group
- Economic trends (recession, upswing, rebound, ...)
 - Economics (stock market, shareholder, investment, ...)
 - Positive affirmation (to be with someone (on something), to see someone's point, to get someone's drift, ...)

- Vocabulary
- Gambling-related expressions and the economy

- Grammar
- The perfect conditional

The Press Article 00:26

- Overall Objectives
 - Understanding a specialized press article
- Targeted Skills
 - Reading
- Language Functions
 - Understanding an issue
 - Understanding a series of events
 - Identifying criticism
- Lexical Group
 - Stock market (profits warning, share price, low, ...)
- Vocabulary
 - Business writing

Department Restructure 00:36

- Overall Objectives
 - Discussing a department's organization
- Targeted Skills
 - Listening
 - Speaking
- Language Functions
 - Stating demands or requirements
 - Offering a solution
 - Contradicting someone
 - Weighing pros & cons
- Lexical Group
 - Present situation (as it stands, for the time being, as things are looking now, ...)
 - Corporate strategy (organizational requirements, organizational model, organizational change, ...)
 - Value judgment (stagnant, deteriorating, underperforming, ...)
- Vocabulary
 - Expressions of increase
 - 'Whether'
- Grammar
 - Short questions

The Decision 00:40

- Overall Objectives
 - Communicating a decision, justifying it, & outlining its consequences
- Targeted Skills
 - Listening
 - Speaking
- Language Functions
 - Adding layers of meaning
 - Contextualizing your remarks
 - Announcing a decision
 - Relaying the consequences of a decision
- Lexical Group
 - Cause & effect (to be looking at, to be confronted by, to be faced with, ...)
 - Cause & effect (to entail, to imply, ramifications, ...)
- Vocabulary
 - 'Down the line'
- Grammar
 - The present subjunctive
 - Diplomatic constructions
 - Making references
 - The empty object
 - Phrasal verbs

Product Analysis 00:33

- Overall Objectives
 - Presenting a product analysis
- Targeted Skills
 - Listening
 - Speaking
- Language Functions
 - Providing background information on something
 - Outlining something's positive & negative aspects
 - Adding layers of meaning
 - Comparing
- Lexical Group
 - Value judgment (user-friendly, practical, well designed, ...)
 - Comparison & contrast (to exceed, to surpass, to fall short of, ...)
- Vocabulary
 - 'While' - 'Although'

A Disagreement 02:22

- Overall Objectives
 - Using arguments to defend a company's interests
- Targeted Skills
 - Listening
 - Speaking
 - Writing
- Language Functions
 - Expressing priorities
 - Justifying a decision
 - Contradicting someone
 - Asking someone to do something
- Lexical Group
 - Critical thinking (to look into, to come up with, to think through, ...)
 - Value judgment (to miscalculate, to misconstrue, to overestimate, ...)
 - Corporate strategy (to streamline, outsourcing, to scale back, ...)
 - Assessment of a situation (precedence, top of the agenda, foremost, ...)
 - Examples (all things considered, in reality, as a matter of fact, ...)
- Vocabulary
 - The main postpositions
 - Goals
 - Concession and opposition
- Language & Culture
 - Diplomatic requests

Virtual Conversation: Arrange a Delivery 00:20

- Overall Objectives
 - Negotiating delivery conditions with a difficult client

Client and Business Partner Relations IV

The Language Program Client and Business Partner Relations will enable you to communicate with others fluently when involved in situations that require sophisticated interaction, such as adapting your way of expressing yourself to specific cultural contexts. You will be capable of carrying out complex tasks such as expressing yourself in a diplomatic way when giving a detailed explanation of how a product works or negotiating with a client. You will be able to understand and engage in conversation with others even when they speak with strong accents.

Length: 12:22

A New Scanner 00:58

Overall Objectives	<ul style="list-style-type: none">- Understanding someone who speaks with an accent that is unfamiliar or that may hinder comprehension- Describing a product in detail
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Understanding someone with a strong accent- Asking someone to repeat specific information- Reassuring a prospect- Specifying the degree of something- Explaining how a product works- Responding to an objection- Outlining something's positive & negative aspects
Lexical Group	<ul style="list-style-type: none">- Intellect (eager, reluctant, to be inclined, ...)- Value judgment (drawback, snag, asset, ...)
Vocabulary	<ul style="list-style-type: none">- The main postpositions- Goals- Concession and opposition
Grammar	<ul style="list-style-type: none">- Diplomatic constructions

Information Security 00:37

Overall Objectives	<ul style="list-style-type: none">- Understanding someone who speaks with an accent that is unfamiliar or that may hinder comprehension- Understanding a detailed description of an unfamiliar product or service- Describing a product in detail
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Understanding someone with a strong accent- Asking someone to repeat specific information- Expressing reluctance- Asking for specific information on the degree of something- Understanding how a product works- Stating objections- Identifying something's qualities and drawbacks- Reassuring a prospect- Outlining something's positive & negative aspects
Lexical Group	<ul style="list-style-type: none">- Intellect (hesitant, inclined, unwilling, ...)- Value judgment (drawback, snag, asset, ...)- Specification of degree (how far, to what extent, to what degree, ...)- Advantages and disadvantages (drawback, snag, asset, ...)
Grammar	<ul style="list-style-type: none">- Diplomatic constructions

Technical Assistance 01:03

Overall Objectives	<ul style="list-style-type: none">- Explaining in detail how a product works
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Guiding through a process- Encouraging someone- Verifying that something has happened- Understanding a request to have something explained again- Suggesting the cause of a problem in a diplomatic way- Making sure that the person you are speaking with understands
Lexical Group	<ul style="list-style-type: none">- Division of time (in the meantime, meanwhile, in the long run, ...)- Resolution & handling of problems (to take getting used to, to get the hang of something, to catch on, ...)- Information & inquiries (to run through, to walk through, to go over, ...)
Phonetics	<ul style="list-style-type: none">- Intonation and stress
Language & Culture	<ul style="list-style-type: none">- Diplomatic advice

Colleagues from Abroad 01:13

Overall Objectives	<ul style="list-style-type: none">- Adapting your communication style to a cultural context- Responding to a visitor's requests in a diplomatic way
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Reading- Writing
Language Functions	<ul style="list-style-type: none">- Offering to help someone- Reacting to a compliment- Expressing difficulty- Showing that you are making an effort- Putting yourself at someone's disposal
Lexical Group	<ul style="list-style-type: none">- Assessment of a situation (tough, awkward, tricky, ...)- Resolution & handling of problems (to work something out, to figure something out, to get around a problem, ...)
Vocabulary	<ul style="list-style-type: none">- Polite offers

Artistic Differences 02:24

Overall Objectives	<ul style="list-style-type: none">- Reaching a compromise with a cooperative client
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Writing
Language Functions	<ul style="list-style-type: none">- Devaluing someone's ideas diplomatically- Warning someone about something- Explaining the reasoning behind a choice- Making a suggestion
Lexical Group	<ul style="list-style-type: none">- Results of reflection (to go with, to come to a decision, to settle on, ...)- Negotiation (to meet halfway, to find middle ground, to give in, ...)- Warnings (to forewarn, to admonish, to put someone on guard, ...)- Risks (susceptible, ramification, vulnerable, ...)
Vocabulary	<ul style="list-style-type: none">- Rhetoric- Cause and consequence
Grammar	<ul style="list-style-type: none">- Diplomatic constructions- Goal and consequence
Phonetics	<ul style="list-style-type: none">- Intonation and stress
Language & Culture	<ul style="list-style-type: none">- Diplomatic advice

Virtual Conversation: Come to a Compromise 00:20

Overall Objectives	<ul style="list-style-type: none">- Reaching a compromise with a cooperative client
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A Convincing Argument 01:35

Overall Objectives	<ul style="list-style-type: none">- Persuading a reluctant client to do something
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Writing
Language Functions	<ul style="list-style-type: none">- Praising someone or something- Persuading someone of something- Relaying the consequences of a decision
Lexical Group	<ul style="list-style-type: none">- Value judgment (sound, valid, irrefutable, ...)- Finance (bond, fluctuation, to outpace, ...)- Specification of degree (by and large, considerably, immeasurable, ...)- Opportunities (to jump at, to pass up, to lose out, ...)
Vocabulary	<ul style="list-style-type: none">- Emphasis- Rhetoric
Grammar	<ul style="list-style-type: none">- Alternate conditional forms

Sales Training Analysis 01:34

Overall Objectives	<ul style="list-style-type: none">- Analyzing a client's needs and using arguments to recommend solutions
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Writing
Language Functions	<ul style="list-style-type: none">- Identifying constraints- Asking for further details- Saying what something entails- Weighing pros & cons- Arguing in favor of something
Lexical Group	<ul style="list-style-type: none">- Communication (to push for, to endorse, to lean toward, ...)- Clauses & conditions (must-have, bottom line, leeway, ...)- Details & clarification (to dot the i's and cross the t's, to itemize, to spell out, ...)- Advice and recommendations (to call for, to do with, to entail, ...)- Reports & summaries (naturally, obviously, to appear, ...)- Advantages and disadvantages (to factor in, detriment, credence, ...)
Vocabulary	<ul style="list-style-type: none">- Concession and opposition
Grammar	<ul style="list-style-type: none">- Goal and consequence

Sales Training Negotiation

02:18

Overall Objectives	<ul style="list-style-type: none">- Negotiating the conditions of a contract (sales, services, partnerships, etc.) with cooperative suppliers
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Writing
Language Functions	<ul style="list-style-type: none">- Negotiating an agreement- Supporting one's refusal diplomatically- Going back to something- Negotiating a deadline
Lexical Group	<ul style="list-style-type: none">- Negotiation (to tailor, win-win, vested interest, ...)- Polite expressions (regrettably, unfortunately, sorry to say, ...)- Professional interaction (to pick up on, to backtrack, concerning, ...)- Description of time (lengthy, in good time, to hold off, ...)- Specification of degree (thereabouts, roughly, hazy, ...)
Vocabulary	<ul style="list-style-type: none">- Deadlines
Grammar	<ul style="list-style-type: none">- Approximation- Alternate conditional forms
Phonetics	<ul style="list-style-type: none">- Intonation and stress

Virtual Conversation: Persuade a Client

00:20

Overall Objectives	<ul style="list-style-type: none">- Presenting arguments to convince a demanding client
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Professional Interaction IV

The Language Program Professional Interaction will enable you to engage in formal and informal interactions about a variety of complex topics within your company. You will be able to express yourself with ease when carrying out tasks such as debating with your team, explaining a process to a co-worker, or asking for a raise. You will be capable of both contradicting someone diplomatically and understanding others even when they communicate implicit meanings. You will be able to fluently discuss a wide range of internal topics, even when speaking with others who have strong accents.

Length: 07:34

An Advertising Strategy 02:19

Overall Objectives	<ul style="list-style-type: none">- Debating a strategy with a manager
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Writing
Language Functions	<ul style="list-style-type: none">- Contradicting someone diplomatically- Pointing out the risks of something- Suggesting a strategy
Lexical Group	<ul style="list-style-type: none">- Results of reflection (to see eye to eye, to be on the same page, to be mistaken, ...)- Corporate strategy (to go the extra mile, springboard, jumping-off point, ...)- Marketing & communication (niche, segment, demographic, ...)- Advantages and disadvantages (other side of the coin, upside, bright side, ...)- Problem explanation (drawback, to take forever, to scatter, ...)
Vocabulary	<ul style="list-style-type: none">- Rhetoric- To be at stake- Concession and opposition

Virtual Conversation: Defend Your Opinion 00:20

Overall Objectives	<ul style="list-style-type: none">- Arguing in favor of a project proposal
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Technical Explanations 02:35

Overall Objectives	<ul style="list-style-type: none">- Explaining complex technical procedures to a colleague
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Writing
Language Functions	<ul style="list-style-type: none">- Explaining how a product works- Providing more specific information by giving concrete examples- Soliciting questions- Highlighting the importance of something
Lexical Group	<ul style="list-style-type: none">- IT environment & system (macro, to automate, to embed, ...)- Speaking (to jump in, to speak up, to voice, ...)- Instructions and orders (straightforward, trick, piece of cake, ...)- Examples (to rephrase, to run through, to reiterate, ...)- Details & clarification (besides, furthermore, what's more, ...)- Specification of degree (critical, pivotal, imperative, ...)
Vocabulary	<ul style="list-style-type: none">- Rhetoric

A Salary Negotiation 02:20

Overall Objectives	<ul style="list-style-type: none">- Negotiating a pay raise
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Writing
Language Functions	<ul style="list-style-type: none">- Talking about your work- Making a request- Accepting or rejecting an offer- Concluding an agreement
Lexical Group	<ul style="list-style-type: none">- Career stages (to take on, to step in, to fill in, ...)- Remuneration (to be entitled to, to merit, earnings, ...)- Negotiation (to bargain, bottom line, counterproposal, ...)- Professional interaction (to settle, to close, to formalize, ...)
Grammar	<ul style="list-style-type: none">- Mixed conditionals- Approximation- Alternate conditional forms

Presentations and Meetings IV

The Language Program Presentations and Meetings will enable you to participate in formal and informal meetings, as well as to give structured presentations on complex topics. You will be able to express yourself with ease when asking and answering difficult questions, summarizing lengthy projects, or giving orders in a diplomatic way. You will be capable of understanding complex presentations about unfamiliar subjects.

Length: 10:35

End-of-Year Summary 01:34

Overall Objectives	<ul style="list-style-type: none">- Presenting the results of a project to a client
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Writing
Language Functions	<ul style="list-style-type: none">- Commenting on results- Concluding- Talking about the effects of something- Expressing a need for improvement
Lexical Group	<ul style="list-style-type: none">- Progression (to fine-tune, to hone, to tweak, ...)- Description of results (to work out, to meet with, to pay off, ...)- Reports & summaries (all in all, all told, to wind down, ...)- Cause & effect (accordingly, by-product, fruit, ...)- Examples (for one, case in point, alone, ...)
Vocabulary	<ul style="list-style-type: none">- Cause and consequence

A Recruitment Strategy 01:55

Overall Objectives	<ul style="list-style-type: none">- Presenting a strategy to an audience that will take part in it
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Writing
Language Functions	<ul style="list-style-type: none">- Introducing a topic- Describing a strategy in detail- Conveying information- Transitioning
Lexical Group	<ul style="list-style-type: none">- Critical thinking (synopsis, to familiarize, to take a look, ...)- Project management (to put in place, to kick off, approach, ...)- Communication (to deem, to maintain, to allude to, ...)- Development & expansion (to move on, to evolve, to turn to, ...)
Vocabulary	<ul style="list-style-type: none">- Rhetoric
Grammar	<ul style="list-style-type: none">- Reported speech
Language & Culture	<ul style="list-style-type: none">- Diplomatic requests

A Green Challenge 01:49

Overall Objectives	<ul style="list-style-type: none">- Describing a project in a positive and detailed way to an audience that is not familiar with it
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Writing
Language Functions	<ul style="list-style-type: none">- Committing to doing something- Describing the progression of a project- Outlining the advantages of something- Commenting on numerical data
Lexical Group	<ul style="list-style-type: none">- Description of time (over time, at the end of the day, in due course, ...)- Commitment & responsibility (commitment, to undertake, pledge, ...)- Development & expansion (from the ground up, from scratch, to hit the ground running, ...)- Advantages and disadvantages (equitable, footprint, sustainable, ...)- Description of results (to rebound, to plateau, to stagnate, ...)
Vocabulary	<ul style="list-style-type: none">- 'Affect' - 'Effect'- 'Little' - 'Few' - 'Less' - 'Fewer'- Expressions of increase
Grammar	<ul style="list-style-type: none">- 'The more ... the more'

Virtual Conversation: Find out about a Car 00:20

Overall Objectives	<ul style="list-style-type: none">- Finding out about the complex technical features of a product from a salesperson
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Project Risks 01:40

Overall Objectives	<ul style="list-style-type: none">- Presenting an overview of project risks
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Writing
Language Functions	<ul style="list-style-type: none">- Notifying someone that something might happen- Weighing risks- Offering a solution- Commenting on a diagram
Lexical Group	<ul style="list-style-type: none">- Work documents (to model, matrix, quadrant, ...)- Problem explanation (to crop up, to come into play, to arise, ...)- Probability and potential (potential, impending, foreseeable, ...)- Assessment of a situation (severity, scope, negligible, ...)- Resolution & handling of problems (to mitigate, to allocate, trigger, ...)
Grammar	<ul style="list-style-type: none">- Alternate conditional forms- Making references

Customer Service Objectives 01:39

Overall Objectives	<ul style="list-style-type: none">- Developing the objectives of a project
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Writing
Language Functions	<ul style="list-style-type: none">- Highlighting one's idea- Arguing against something- Reporting facts- Defining one's objectives
Lexical Group	<ul style="list-style-type: none">- Description and characterization (categorically, strongly, fully, ...)- Logic & reasoning (unlike, contrary to, rather than, ...)- Advantages and disadvantages (to overlook, to neglect, oversight, ...)- Information & inquiries (finding, breakdown, demographic, ...)- Project brainstorming (SMART, relevant, to accomplish, ...)
Vocabulary	<ul style="list-style-type: none">- Emphasis
Grammar	<ul style="list-style-type: none">- Adverbs of degree- Reported speech- Compound adjectives

Employee Incentives 01:39

Overall Objectives	<ul style="list-style-type: none">- Leading a group to make a decision
Targeted Skills	<ul style="list-style-type: none">- Listening- Speaking- Writing
Language Functions	<ul style="list-style-type: none">- Giving and taking the floor- Getting back on topic- Avoiding a misunderstanding- Coming to a consensus
Lexical Group	<ul style="list-style-type: none">- Professional interaction (to hear from, perspective, slant, ...)- Speaking (to break in, to interject, to cut in, ...)- Elections (to move, to second, to abstain, ...)- Logic & reasoning (to digress, to focus, to lose sight of, ...)- Description and characterization (to clear up, uncertain, ambiguous, ...)
Vocabulary	<ul style="list-style-type: none">- The main postpositions- Emphasis
Grammar	<ul style="list-style-type: none">- Diplomatic constructions
Language & Culture	<ul style="list-style-type: none">- Persuasive suggestion

To complete my training

Client relations

The learning program Client relations will enable you to further your knowledge for the following tasks:

- to master the sales vocabulary needed to welcome a client;
- to give information about the organization of a business trip or entertaining a client.

Length: 07:08

Cultural Exercises 00:07

Overall Objectives	Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.
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Cultural Exercises 00:07

Overall Objectives	Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.
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Trouble with Orders

02:24

Overall Objectives

Answer dissatisfied customers and apologize for problems.

Lexical Groups

Objects

- Descriptive terms

Economy and Trade

- People and professions
- Delivery

Judgment and Opinion

- Necessity, ability and difficulty

Work Environment

Science and Industry

- Technology

Grammar

The past subjunctive

Use of the past participle as an adjective

Organizing a Stay

02:14

Overall Objectives

Learn vocabulary related to business trips. Book a hotel room, organize a night out, etc.

Lexical Groups

Communication and Intellect

- Possibility and probability
- Obtaining information
- Suggestion, proposal, advice

Transportation Terms

- Stages of a journey

Housing

- Real estate
- Furniture

Vacations and Traveling

- Hotels

Cities and Towns

- Public places

Grammar

"So that" + "may" or "can"

"I am told"

Near certainty in the past

Welcoming Visitors

02:09

Overall Objectives

Organize a tourist/business visit for foreign clients. Get information about their arrival. Book theater tickets and plan their schedule.

Lexical Groups

Communication and Intellect

- Greetings, polite expressions
- Suggestion, proposal, advice

Family, Identity, Social Life

- Social life

Transportation Terms

- Stages of a journey

Games, Leisure and Entertainment

Vacations and Traveling

- Tourist activities

Grammar

Use of "both"

Absence of necessity

Nouns and adjectives of nationality

Cultural Exercises 00:07

Overall Objectives Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

Product presentation

The learning program Product presentation aims at perfecting your knowledge of:

- presenting a product at a trade fair;
- putting your product in a favorable light;
- convincing a client.

Length: 06:42

The Company Stand 02:27

Overall Objectives Tell a client about your product's features. Speak about figures.

Lexical Groups

- Communication and Intellect
 - Thinking, debating, explaining
- Making Contact
 - The telephone
- Economy and Trade
 - Buying, selling
 - Marketing
 - Cost, payment
 - Micro- and macroeconomics
- Work Environment
 - Managing and organizing
 - Corporate life
- Time
 - The future

Grammar

- "For how long" - "Since when"
- Absolute superlative
- The place of "even"
- "Even though" - "Even if"

Comparing Products

02:04

Overall Objectives

Convince someone about the quality of your product.

Lexical Groups

Communication and Intellect

- Comparison

Objects

- Colors

Economy and Trade

- Buying, selling
- Marketing
- Negotiation
- Cost, payment

Judgment and Opinion

- Surprise, excessiveness

Personality and Feelings

Grammar

The indefinite possessive

Similarity: "like" and "as"

Expressions with "to have"

Adjectives ending in "-ing"

Making a Sale 02:11

Overall Objectives

Learn business-related vocabulary, meet a client, negotiate a contract and discuss prices.

Lexical Groups

Communication and Intellect

- Thinking, debating, explaining

Economy and Trade

- Delivery
- Cost, payment
- Products, merchandise

Finance and Insurance

- Accounting

Judgment and Opinion

- Agreement, disagreement

Work Environment

- Managing and organizing

Grammar

Expressions with the present perfect

"The more . . . the more"

A use of the comparative

Sales and after-sales advice

The learning program Sales and after-sales advice will enable you:

- to discover the vocabulary needed to finalize contract;
- to deal with questions about when a product will be available;
- to identify a client's problems and assert your viewpoint.

Length: 06:57

Cultural Exercises 00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

Negotiating 02:15

Overall Objectives

Learn business-related vocabulary, discuss stock availability, installation and delivery time.

Lexical Groups

Communication and Intellect

- Choices and decisions
- Obtaining information

Objects

- How it works
- Descriptive terms

Economy and Trade

- People and professions
- Delivery

Finance and Insurance

- Insurance
- Accounting

Science and Industry

- Computer science
- Technology

Grammar

"To be" and "to have:" past tense
"To hope" + dependent clause

After-sales Service 01:56

Overall Objectives

Identify problems and provide customer assistance.

Lexical Groups

Communication and Intellect

- Greetings, polite expressions

Making Contact

- Written correspondence

Economy and Trade

- Delivery

Judgment and Opinion

- Agreement, disagreement
- Necessity, ability and difficulty
- Criticism

Shopping

Grammar

"Everybody" - "Somebody" - "Nobody"
"Quite" - "Quite a few"

Handling an Invoice 02:54

Overall Objectives Ask clients with an outstanding balance to make a payment. Make arrangements for payment.

Lexical Groups

- Economy and Trade
 - Cost, payment
 - Micro- and macroeconomics
- Finance and Insurance
 - Accounting
- Work Environment
 - Corporate life
- Time
 - Schedule

Grammar

- Expression of preference
- Verbs introducing a second action
- Emphatic "do"

Business calls

With the learning program Business calls, you will know how to answer the telephone:

- replying to specific requests, notably for reserving a stand at a trade fair.

Length: 06:15

An Appointment 02:27

Overall Objectives Answer the phone, transfer a call, take a message and schedule an appointment.

Lexical Groups

- Communication and Intellect
 - Oral communication
- Making Contact
 - Written correspondence
 - The telephone
- Economy and Trade
 - People and professions
- Work Environment
 - Corporate life
- Time
 - Schedule
 - Instruments for measuring time

Grammar

- Sequence of tenses with "if"
- Verbs expressing impressions and feelings
- Expressions followed by the gerund

Business Calls 01:53

Overall Objectives

Make arrangements to attend a trade show. Book a stand. Explain your requirements in detail.

Lexical Groups

Making Contact

- Written correspondence
- The telephone

Objects

- Putting in order

Economy and Trade

- Accessories
- Cost, payment

Work Environment

- Managing and organizing
- Office space and supplies

Time

- Schedule

Grammar

Past perfect

"To look forward to"

Words ending in "ever"

Paying a Bill 01:55

Overall Objectives

Find a solution with customers whose invoices are overdue.

Lexical Groups

Communication and Intellect

- Suggestion, proposal, advice

Economy and Trade

- Micro- and macroeconomics

Finance and Insurance

- Insurance
- Banking
- Accounting

Judgment and Opinion

- Appraisal

Grammar

The past continuous

When "that" may be left out

"A little" - "A bit"

All topics

With the learning program All topics, you will reinforce and refine your communication skills with clients through various themes: presenting a product, sales and after-sales, etc.

The vocabulary and the structures presented in this learning program can then be used in many professional contexts.

Length: 21:08

The Company Stand

02:27

Overall Objectives

Tell a client about your product's features. Speak about figures.

Lexical Groups

Communication and Intellect

- Thinking, debating, explaining

Making Contact

- The telephone

Economy and Trade

- Buying, selling
- Marketing
- Cost, payment
- Micro- and macroeconomics

Work Environment

- Managing and organizing
- Corporate life

Time

- The future

Grammar

"For how long" - "Since when"

Absolute superlative

The place of "even"

"Even though" - "Even if"

Cultural Exercises

00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

Comparing Products

02:17

Overall Objectives

Convince someone about the quality of your product.

Lexical Groups

Communication and Intellect

- Comparison

Objects

- Colors

Economy and Trade

- Buying, selling
- Marketing
- Negotiation
- Cost, payment

Judgment and Opinion

- Surprise, excessiveness

Personality and Feelings

Grammar

The indefinite possessive

Similarity: "like" and "as"

Expressions with "to have"

Adjectives ending in "ing"

Making a Sale 02:20

Overall Objectives

Learn business-related vocabulary, meet a client, negotiate a contract and discuss prices.

Lexical Groups

Communication and Intellect

- Thinking, debating, explaining

Economy and Trade

- Delivery
- Cost, payment
- Products, merchandise

Finance and Insurance

- Accounting

Judgment and Opinion

- Agreement, disagreement

Work Environment

- Managing and organizing

Grammar

Expressions with the present perfect

"The more . . . the more"

A use of the comparative

Negotiating 02:08

Overall Objectives

Learn business-related vocabulary, discuss stock availability, installation and delivery time.

Lexical Groups

Communication and Intellect

- Choices and decisions
- Obtaining information

Objects

- How it works
- Descriptive terms

Economy and Trade

- People and professions
- Delivery

Finance and Insurance

- Insurance
- Accounting

Science and Industry

- Computer science
- Technology

Grammar

"To be" and "to have:" past tense

"To hope" + dependent clause

Cultural Exercises 00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

Trouble with Orders

02:24

Overall Objectives

Answer dissatisfied customers and apologize for problems.

Lexical Groups

Objects

- Descriptive terms

Economy and Trade

- People and professions
- Delivery

Judgment and Opinion

- Necessity, ability and difficulty

Work Environment

Science and Industry

- Technology

Grammar

The past subjunctive

Use of the past participle as an adjective

Organizing a Stay

02:14

Overall Objectives

Learn vocabulary related to business trips. Book a hotel room, organize a night out, etc.

Lexical Groups

Communication and Intellect

- Possibility and probability
- Obtaining information
- Suggestion, proposal, advice

Transportation Terms

- Stages of a journey

Housing

- Real estate
- Furniture

Vacations and Traveling

- Hotels

Cities and Towns

- Public places

Grammar

"So that" + "may" or "can"

"I am told"

Near certainty in the past

Welcoming Visitors

02:09

Overall Objectives

Organize a tourist/business visit for foreign clients. Get information about their arrival. Book theater tickets and plan their schedule.

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Communication and Intellect

- Greetings, polite expressions
- Suggestion, proposal, advice

Family, Identity, Social Life

- Social life

Transportation Terms

- Stages of a journey

Games, Leisure and Entertainment

Vacations and Traveling

- Tourist activities

Grammar

Use of "both"

Absence of necessity

Nouns and adjectives of nationality

Handling an Invoice 02:54

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Lexical Groups

- Economy and Trade
 - Cost, payment
 - Micro- and macroeconomics
- Finance and Insurance
 - Accounting
- Work Environment
 - Corporate life
- Time
 - Schedule

Grammar

Expression of preference
Verbs introducing a second action
Emphatic "do"

Cultural Exercises 00:07

Overall Objectives Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

After-sales Service 01:56

Overall Objectives Identify problems and provide customer assistance.

Lexical Groups

- Communication and Intellect
 - Greetings, polite expressions
- Making Contact
 - Written correspondence
- Economy and Trade
 - Delivery
- Judgment and Opinion
 - Agreement, disagreement
 - Necessity, ability and difficulty
 - Criticism
- Shopping

Grammar

"Everybody" - "Somebody" - "Nobody"
"Quite" - "Quite a few"

Professions

All Levels

Accounting & Finance

The Language Program Accounting & Finance will enable you to become familiar with this field's standard documents and their corresponding formats. It will allow you to assimilate the standard structures and key terms needed to write and understand these kinds of documents.

Length: 01:22

Balance Sheet 00:28

- Overall Objectives
 - Understanding an Accounting & Finance document
- Lexical Groups
 - Management & accounting (equity, paid-in capital, retained earnings...)
 - Professional documents

Consolidated Income Statement 00:28

- Overall Objectives
 - Understanding an Accounting & Finance document
- Lexical Groups
 - Management & accounting (accounting principle, cost of goods sold, net income...)

Credit Terms 00:28

- Overall Objectives
 - Understanding an Accounting & Finance document
- Lexical Groups
 - Banking (credit limit, guarantor, payable...)

Human Resources

The Language Program Human Resources will enable you to become familiar with this field's standard documents and their corresponding formats. It will allow you to assimilate the standard structures and key terms needed to write and understand these kinds of documents.

Length: 02:43

Personnel Requisition Form 00:28

- Overall Objectives
 - Understanding a Human Resources document
- Lexical Groups
 - Human resources (personnel request, position title, vacancy...)

Job Candidate Evaluation 00:28

- Overall Objectives
 - Understanding a Human Resources document
- Lexical Groups
 - Critical thinking (to assess, to eliminate, to evaluate...)
 - Recruitment (candidate, hiring manager, work experience...)
 - Description of a personality (critical thinking skills, leadership skills, writing skills...)

Job Offer Letter 00:28

Overall Objectives

- Understanding a Human Resources document

Lexical Groups

- Remuneration (401(k) plan, perks...)
- Human resources (job description, relocation expenses...)
- Professional documents (contract, letter of employment...)

Notice of Dismissal 00:27

Overall Objectives

- Understanding a Human Resources document

Lexical Groups

- Career stages (exit interview, probationary period, transfer...)
- Human resources (personnel record, work performance...)
- Discipline (absenteeism, tardiness...)

Employee Handbook 00:28

Overall Objectives

- Understanding a Human Resources document

Lexical Groups

- Social security & insurance (contribution pool, medical insurance, State Disability Insurance...)

Fair Labor Standards Act 00:27

Overall Objectives

- Understanding a Human Resources document

Lexical Groups

- Labor law (collective bargaining agreement, Fair Labor Standards Act of 1938...)
- Remuneration (compensation, regular rate, talent fee...)
- Stock market (to exercise a stock option, fair market value...)

Administrative & Secretarial

The Language Program Administrative & Secretarial will enable you to become familiar with this field's standard documents and their corresponding formats. It will allow you to assimilate the standard structures and key terms needed to write and understand these kinds of documents.

Length: 01:21

Letter Template 00:28

Overall Objectives

- Understanding an Administrative & Secretarial document

Lexical Groups

- Written correspondence (mailing address, recipient, signature...)
- Standard opening & closing phrases (best regards, to whom it may concern, thank you in advance...)
- Professional documents

Travel Itinerary 00:27

Overall Objectives

- Understanding an Administrative & Secretarial document

Lexical Groups

- Business trips (to board, connection, gate...)

Minutes 00:28

Overall Objectives

- Understanding an Administrative & Secretarial document

Lexical Groups

- Professional interaction (to follow up, to second...)
- Meetings (agenda, new business, motion...)
- Professional documents (minutes...)

Sales & Marketing

The Language Program Sales & Marketing will enable you to become familiar with this field's standard documents and their corresponding formats. It will allow you to assimilate the standard structures and key terms needed to write and understand these kinds of documents.

Length: 02:12

Internal Memo 00:28

Overall Objectives

- Understanding a Sales & Marketing document

Lexical Groups

- Marketing & communication (to advertise, commercial, packaging...)

Cold Call Script 00:24

Overall Objectives

- Understanding a Sales & Marketing document

Lexical Groups

- Canvassing (client base, cold call, prospect...)

Sales Results Presentation 00:27

Overall Objectives

- Understanding a Sales & Marketing document

Lexical Groups

- Sales (brand awareness, market share, trend...)
- Management & accounting (margin, net income, operating income...)

Case Study 00:28

Overall Objectives

- Understanding a Sales & Marketing document

Lexical Groups

- Marketing & communication (brand extension, cash cow, qualitative research...)

Marketing Strategy 00:28

Overall Objectives

- Understanding a Sales & Marketing document

Lexical Groups

- Marketing & communication (product positioning, teaser ad, early majority...)
- Corporate strategy (concentrated strategy, individual marketing...)

After-Sales & Customer Service

The Language Program After-Sales & Customer Service will enable you to become familiar with this field's standard documents and their corresponding formats. It will allow you to assimilate the standard structures and key terms needed to write and understand these kinds of documents.

Length: 01:22

Customer Survey Assessment 00:28

- | | |
|--------------------|---|
| Overall Objectives | - Understanding an After-Sales & Customer Service document |
| Lexical Groups | - After-sales, maintenance, and warranties (customer feedback, customer satisfaction, customer survey,)
- Surveys & questionnaires (average, median, underrepresented...) |

Letter of Complaint 00:28

- | | |
|--------------------|--|
| Overall Objectives | - Understanding an After-Sales & Customer Service document |
| Lexical Groups | - Buying & selling (client, rebate, retailer)
- Delivery (delivery, shipment)
- After-sales, maintenance, and warranties (to lodge a complaint, malfunction) |

Warranty and Return Policy 00:28

- | | |
|--------------------|--|
| Overall Objectives | - Understanding an After-Sales & Customer Service document |
| Lexical Groups | - After-sales, maintenance, and warranties (advanced replacement service, in-warranty return, warrantor) |

IT

The Language Program IT will enable you to become familiar with this field's standard documents and their corresponding formats. It will allow you to assimilate the standard structures and key terms needed to write and understand these kinds of documents.

Length: 01:19

Installation Guide 00:27

- | | |
|--------------------|--|
| Overall Objectives | - Understanding an IT document |
| Lexical Groups | - IT (administrator, troubleshooting...)
- Computer components (jumper, motherboard...)
- IT environment & system (default, prompt...) |

Server Description 00:27

- | | |
|--------------------|---|
| Overall Objectives | - Understanding an IT document |
| Lexical Groups | - Computer components (cell board, hard drive, rack...)
- IT environment & system (clustering, partition, thread...) |

Thread Safety Issues 00:27

- | | |
|--------------------|--|
| Overall Objectives | - Understanding an IT document |
| Lexical Groups | - IT development & programming (base class, to compile, to patch...) |

Legal

The Language Program Legal will enable you to become familiar with this field's standard documents and their corresponding formats. It will allow you to assimilate the standard structures and key terms needed to write and understand these kinds of documents.

Length: 01:48

Attorney's Letter 00:27

- Overall Objectives
- Understanding a Legal document
- Lexical Groups
- Law & justice (defendant, plaintiff...)
 - Legal procedures (arbitration, counterclaim, to file...)
 - Judicial & penitentiary infrastructures (court, district court...)

Corporate Bylaws 00:27

- Overall Objectives
- Understanding a Legal document
- Lexical Groups
- Corporate law (bylaws, preemptive right...)
 - Hierarchy (board of directors, officer...)
 - Stock market (dividend, funds...)

General Contract for Services 00:29

- Overall Objectives
- Understanding a Legal document
- Lexical Groups
- Law & justice (amendment, attorney...)
 - Corporate law (copyright, warranty clause...)

Patent Law 00:27

- Overall Objectives
- Understanding a Legal document
- Lexical Groups
- Corporate law (notice of allowance, estoppel, patentee...)

Industries & Areas of Expertise

All Levels

The Automotive Industry – Video Lessons

The Language Program Video Lessons: the Automotive Industry will enable you to address subjects such as fuel efficiency and car technologies. You will be able to understand relatively short Associated Press videos using specialized yet accessible vocabulary related to the automotive industry.

Length: 02:14

Fuel Efficiency 00:31

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about the automotive industry |
| Lexical Groups | - Natural resources (barrel, fuel, diesel, ...)
- Automotive (fleet, hybrid, vehicle, ...) |
| Grammar | - Construction of the present perfect
- Use of the present perfect |

Luxury Hybrid Car 00:30

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about the automotive industry |
| Lexical Groups | - Automotive (dealer, to produce, segment, ...)
- Technical aspects (turbocharged, power train, floorpan, ...) |
| Grammar | - Approximation |

Meet Shelley, an Autonomous Vehicle 00:26

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about the automotive industry |
| Lexical Groups | - Automotive (performance, to equip, feature, ...)
- Road transportation (sports car, coupe, race car, ...)
- Traffic (to handle, to negotiate, to accelerate, ...)
- Relief & landscapes (peak, terrain, dry lake, ...) |

Electric Cars: Promise or Fantasy? 00:25

- | | |
|--------------------|---|
| Overall Objectives | Understanding the general sense of a short document about the automotive industry |
| Lexical Groups | - Automotive (performance, horsepower, emissions, ...)
- Development & expansion (to deliver on, hurdle, advancement, ...) |

Collectible Cars 00:22

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about the automotive industry |
| Lexical Groups | - Vehicle parts...)
- Road transportation
- Value judgment
- Careers in arts & culture |

The Automotive Industry – Document Lessons

The Language Program Document Lessons: the Automotive Industry will enable you to become familiar with this field's standard documents and their corresponding formats. It will allow you to assimilate the standard structures and key terms needed to write and understand these kinds of documents.

Length: 01:22

Vehicle Inspection 00:28

- Overall Objectives
 - Understanding an Automotive document
- Lexical Groups
 - Technical aspects (alternator, clutch, differential...)
 - Road vehicle parts (gauge, seat belt, windshield...)

Vehicle Registration 00:28

- Overall Objectives
 - Understanding an Automotive document
- Lexical Groups
 - Technical aspects (flex-fuel, propane, unleaded...)
 - Road transportation (convertible, hybrid vehicle, tow truck...)
 - Administrative procedures (commercial operating permit, to register...)

Recall Notice 00:28

- Overall Objectives
 - Understanding an Automotive document
- Lexical Groups
 - Technical aspects (pin, quick release coupling...)
 - Road vehicle parts (instrument panel...)
 - Automotive (fitting instructions, owner notification...)

Insurance & Financial Services – Video Lessons

The Language Program Video Lessons: Insurance & Financial Services will enable you to address subjects such as the market, banking, and the economy. You will be able to understand relatively short Associated Press videos using specialized yet accessible vocabulary related to insurance and financial services.

Length: 02:42

A Loan Modification Program 00:30

- Overall Objectives
 - Understanding the general sense of a short document about loans and credit
- Lexical Groups
 - Negotiation (to extend, to scramble, regulator, ...)
 - Banking (mortgage, foreclosure, interest, ...)
- Grammar
 - Reported speech

Pharmaceutical Buyout 00:27

- Overall Objectives
 - Understanding the general sense of a short document about the pharmaceutical industry
- Lexical Groups
 - Pharmaceutical industry (biopharmaceutical, patent, prescription, ...)
 - Finance (asset, revenue, investment, ...)
 - Description and characterization (counter to, promising, rival, ...)

Unemployment Rate Analysis 00:27

- Overall Objectives
- Understanding the general sense of a short document about the financial services industry
- Lexical Groups
- Quantities (to shrink, elevated, to slash, ...)
 - Economics (unemployment, recession, restructuring, ...)
 - Assessment of a situation (widespread, to alarm, feverish, ...)

Home Construction and the Housing Market 00:24

- Overall Objectives
- Understanding the general sense of a short document about the building industry
- Lexical Groups
- Housing (multifamily, housing, rental, ...)
 - Construction industry (development, building permit, construction, ...)
 - Finance (to bottom out, overhang, to rebound, ...)

Federal Open Market Committee Report 00:29

- Overall Objectives
- Understanding the general sense of a short document about the financial services industry
- Lexical Groups
- Finance (security, output, inflation, ...)
 - Names of organizations & institutions (Federal Open Market Committee, Federal Reserve, Department of the Treasury, ...)
- Grammar
- Making references
 - Comparing equals

Regulatory Reform Testimony 00:25

- Overall Objectives
- Understanding the general sense of a short document about a legal matter
- Lexical Groups
- Law & justice
 - Finance
 - Power
 - Description and characterization

World Markets 00:25

- Overall Objectives
- Understanding the general sense of a short document about the stock market
- Lexical Groups
- Stock market
 - Assessment of a situation (turmoil, volatile, concern...)

The Pharmaceutical Industry – Video Lessons

The Language Program Document Lessons: Insurance & Financial Services will enable you to become familiar with this field's standard documents and their corresponding formats. It will allow you to assimilate the standard structures and key terms needed to write and understand these kinds of documents.

Length: 01:21

Vaccines: Interest and Investment 00:26

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about the pharmaceutical industry |
| Lexical Groups | - Health problems & diseases (swine flu, pandemic, to present, ...)
- Resolution & handling of problems (to step up, to move beyond, to target, ...)
- Description and characterization (colossal, handful, global, ...) |

Generic Drugs on the Rise 00:27

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about the pharmaceutical industry |
| Lexical Groups | - Pharmaceutical industry (patent, generic, prescription, ...)
- Prices & payments (out of reach, out of pocket, copay, ...) |

Painkiller Safety 00:28

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about the pharmaceutical industry |
| Lexical Groups | - Pharmaceutical industry (acetaminophen, to overdose, painkiller, ...)
- Laws & regulations (to cap, to order, limit, ...) |
| Grammar | - Compound adjectives |

Pharmaceutical Buyout 00:27

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about the pharmaceutical industry |
| Lexical Groups | - Pharmaceutical industry (biopharmaceutical, patent, prescription, ...)
- Finance (asset, revenue, investment, ...)
- Description and characterization (counter to, promising, rival, ...) |

Autism Ruling 00:24

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about the pharmaceutical industry |
| Lexical Groups | - Health problems & diseases
- Logic & reasoning
- Legal procedures
- Pharmaceutical industry |

The Pharmaceutical Industry – Document Lessons

The Language Program Document Lessons: the Pharmaceutical Industry will enable you to become familiar with this field's standard documents and their corresponding formats. It will allow you to assimilate the standard structures and key terms needed to write and understand these kinds of documents.

Length: 02:16

Pharmaceutical Case Study 00:28

- Overall Objectives
- Understanding a Pharmaceutical document
- Lexical Groups
- Treatment, care, & medical procedures (analgesic, antibiotic, antigen...)
 - Health problems & diseases (allergy, contagious, meningitis...)

Patient Package Insert 00:27

- Overall Objectives
- Understanding a Pharmaceutical document
- Lexical Groups
- Treatment, care, & medical procedures (to purge, to relieve...)
 - Medication (hormone, suppository...)
 - Health problems & diseases (allergic reaction, drowsiness...)

Clinical Trial 00:28

- Overall Objectives
- Understanding a Pharmaceutical document
- Lexical Groups
- Medicine (ethical code, therapeutic...)
 - Scientific research (double-blind study, phase I trial...)

Fact Sheet 00:28

- Overall Objectives
- Understanding a Pharmaceutical document
- Lexical Groups
- Health problems & diseases (arthritis, cardiovascular, osteoporosis...)
 - Treatment, care, & medical procedures (care, generic...)
 - Pharmaceutical industry (FDA-approved, pipeline...)

Press Release 00:28

- Overall Objectives
- Understanding a Pharmaceutical document
- Lexical Groups
- Health problems & diseases (asthma, flare-up...)
 - Treatment, care, & medical procedures (to dispense, ointment...)
 - Scientific research (to modulate, safety profile...)

Industry & Manufacturing

The Language Program Video Lessons: Industry and Manufacturing will enable you to address subjects such as factories and fabrication techniques. You will be able to understand relatively short Associated Press videos using specialized yet accessible vocabulary related to the manufacturing.

Length: 01:33

Algae: A Fuel Alternative 00:24

Overall Objectives - Understanding the general sense of a short document about fuel and energy sources

Lexical Groups - Energy industry

Coal's Journey from Mine to Sea 00:24

Overall Objectives - Understanding the general sense of a short document about industry

Lexical Groups - Industry

Inside a Factory 00:23

Overall Objectives - Understanding the general sense of a short document about industry

Lexical Groups - Industry

London Taxis Made in China 00:22

Overall Objectives - Understanding the general sense of a short document about industry

Lexical Groups - Development & expansion
- Industry

Law & Justice

The Language Program Video Lessons: Law & Justice will enable you to address subjects such as legal issues, practices, and procedures. You will be able to understand relatively short Associated Press videos using specialized yet accessible vocabulary related to the legal profession.

Length: 02:50

International Court Conviction 00:25

Overall Objectives - Understanding the general sense of a short document about a legal matter

Lexical Groups - Legal procedures
- Criminal law
- Description and characterization

A Long Legal Battle 00:24

Overall Objectives - Understanding the general sense of a short document about a legal matter

Lexical Groups - Legal procedures

An Alleged Conspiracy 00:23

Overall Objectives - Understanding the general sense of a short document about a legal matter

Lexical Groups - Law & justice

Regulatory Reform Testimony 00:25

Overall Objectives - Understanding the general sense of a short document about a legal matter

Lexical Groups - Law & justice
- Finance
- Power
- Description and characterization

Autism Ruling 00:24

Overall Objectives - Understanding the general sense of a short document about the pharmaceutical industry

Lexical Groups - Health problems & diseases
- Logic & reasoning
- Legal procedures
- Pharmaceutical industry

Foreclosure Proceedings 00:25

Overall Objectives - Understanding the general sense of a short document about a legal matter

Lexical Groups - Law & justice

Accusations in California 00:23

Overall Objectives - Understanding the general sense of a short document about industry

Lexical Groups - Law & justice
- Public administration

The Hospitality Industry – Video Lessons

The Language Program Video Lessons: the Hospitality Industry will enable you to address subjects such as hotels, restaurants, and tourism. You will be able to understand relatively short Associated Press videos using specialized yet accessible vocabulary related to the hospitality industry.

Length: 01:20

Supersized Hotels 00:27

Overall Objectives - Understanding the general sense of a short document about the hotel industry

Lexical Groups - The hotel & restaurant trade (to accommodate, resort, bathrobe, ...)
- Marketing & communication (niche market, to cater to, to attract, ...)

Grammar - Adverbs of degree

Cruising the Seas on the World's Biggest Ship 00:26

- Overall Objectives
- Understanding the general sense of a short document about the tourism industry
- Lexical Groups
- Sea & river transportation (deck, passenger, to accommodate, ...)
- Grammar
- The place of 'even'

Smart Restaurants: Tables and Tablets 00:27

- Overall Objectives
- Understanding the general sense of a short document about the restaurant industry
- Lexical Groups
- The hotel & restaurant trade (to split, check, service, ...)
 - Value judgment (accurate, efficient, helpful, ...)
- Grammar
- Irregular verbs

The Hospitality Industry - Dining & Catering Services

The Language Program The Hospitality Industry – Dining and Catering Services will enable you to carry out basic tasks such as preparing for a banquet or eating in the hotel's staff cafeteria. You will be capable of having direct, short interactions about meals and meal service when others use standard vocabulary and speak with a familiar accent.

Length: 05:02

Cafeteria 02:24

- Overall Objectives
- Asking about the cafeteria's services & opening hours
- Lexical Groups
- The hotel & restaurant trade (booth, menu, table...)
 - Food (beef, chicken, dessert...)
 - Meals (meal, break, snack...)
 - Description - qualification (a little, a lot, busy...)

Banquet 02:39

- Overall Objectives
- Setting up for a banquet
- Lexical Groups
- The hotel & restaurant trade (chair, cover, dolly...)
 - Meals (bowl, centerpiece, condiment...)

The Hospitality Industry - Guest Services

The Language Program The Hospitality Industry - Guest Services will enable you to interact with guests in a way that is appropriate to a service environment. You will be capable of having direct, short interactions with guests on a variety of hotel topics such as check-in, directions, and safety procedures when others use standard vocabulary and speak with a familiar accent.

Length: 08:21

General Vocabulary 03:13

- Overall Objectives
 - Communicating information & directions to guests
- Lexical Groups
 - Communication (to apologize, excuse me, do not disturb...)
 - The hotel & restaurant trade (room service, business center, conference...)
 - Careers in hotels & restaurants (bellperson, concierge, lifeguard...)
 - Household fixtures (floor, stairs, elevator...)
 - Household maintenance & cleaning (to clean up, to mop, to sweep...)
 - Travel, tourism (spa, store, restaurant...)
 - Description - qualification (early, late, dirty...)
 - Problems & disagreements (noise, broken, out of order...)

Public Areas 02:36

- Overall Objectives
 - Understanding the importance of maintaining public areas
- Lexical Groups
 - Circulation spaces (elevator, entrance, exit...)
 - Parts of a building (building, baseboard, ceiling...)
 - Decorative items (decor, mirror, pot...)
 - Housing (driveway, grounds, garage...)
 - Rooms (office, reception, restroom...)
 - Accidents & disasters (accident, emergency, safety...)
 - Description of an object (automatic, dirty, public...)
 - Maintenance & functioning (to maintain, to lock, to activate...)

Service Culture 02:33

- Overall Objectives
 - Understanding the concept of customer service and the importance of the resort's image
- Lexical Groups
 - Tourist activities (excursion, golf, spa...)
 - Jobs in the tourism industry (attendant, bellperson, concierge...)
 - Human resources (to invigorate, to forge, management...)
 - The hotel & restaurant trade (service culture, welcome desk, guest relations...)
 - Behavior & human relations (to advise, to go the extra mile, to assist...)
 - Instructions & orders (directions, training, to lead...)
 - Criteria to measure the quality of a service (luxury, elegance, image...)
 - Description & characterization (personalized, fiscal, ethical...)

Building & Construction – Video Lessons

The Language Program Video Lessons: Building & Construction will enable you to address subjects such as building materials, construction projects, and architectural design. You will be able to understand relatively short Associated Press videos using specialized yet accessible vocabulary related to the building and construction industries.

Length: 02:17

White House Construction 00:27

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about the building industry |
| Lexical Groups | <ul style="list-style-type: none">- Construction industry (upgrade, to dig, to pour, ...)- Building materials (plywood, concrete, steel, ...)- Urban infrastructures (sewer, utility, drain, ...) |

Straw: An Eco-Friendly Construction Material 00:28

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about construction materials |
| Lexical Groups | <ul style="list-style-type: none">- Construction industry (plumbing, unit, waterproof, ...)- Building materials (clay, plaster, stucco, ...)- Value judgment (critical, paramount, tremendous, ...) |
| Grammar | - Diplomatic constructions |

A Dynamic Skyscraper 00:29

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about the building industry |
| Lexical Groups | <ul style="list-style-type: none">- Construction industry (story, condominium, penthouse, ...)- Energy industry (generator, turbine, power, ...)- Mechanics (to revolve, dynamic, motion, ...)- Description and characterization (ostensible, negative, complete, ...) |
| Grammar | - Construction of the passive |

Home Construction and the Housing Market 00:25

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about the building industry |
| Lexical Groups | <ul style="list-style-type: none">- Housing (multifamily, housing, rental, ...)- Construction industry (development, building permit, construction, ...)- Finance (to bottom out, overhang, to rebound, ...) |

Home Recycling 00:27

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about the building industry |
| Lexical Groups | <ul style="list-style-type: none">- Building materials (oak, to sand, floorboard, ...)- Household maintenance & cleaning (landfill, to throw away, to tear down, ...) |
| Grammar | - Construction of the passive |

Energy & Fuel – Video Lessons

The Language Program Video Lessons: Energy & Fuel will enable you to address subjects such as energy sources and technologies. You will be able to understand relatively short Associated Press videos using specialized yet accessible vocabulary related to the energy and fuel industries.

Length: 01:58

A Clean Energy Revolution 00:29

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about energy technology |
| Lexical Groups | - Energy industry (grid, cell, kilowatt, ...)
- Value judgment (notable, attractive, reliable, ...) |

Fuel Efficiency 00:31

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about the automotive industry |
| Lexical Groups | - Natural resources (barrel, fuel, diesel, ...)
- Automotive (fleet, hybrid, vehicle, ...) |
| Grammar | - Construction of the present perfect
- Use of the present perfect |

Natural Gas Speculation 00:28

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about fuel and energy sources |
| Lexical Groups | - Natural resources (well, natural gas, to extract, ...)
- Geology (formation, shale, underground, ...)
- Economics (to lease, royalties, wealth, ...) |

Wave Energy 00:27

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about energy technology |
| Lexical Groups | - Types of energy (generator, consumption, turbine, ...)
- Volume and dimensions (to compress, volume, to force, ...) |

Algae: A Fuel Alternative 00:24

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about fuel and energy sources |
| Lexical Groups | - Reading
- Listening |
| Grammar | - Energy industry |

Coal: Pros and Cons 00:25

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about energy and the environment |
| Lexical Groups | - Energy industry (blackout, soot, coal...)
- Public administration (to go into effect, taxpayer, federal...) |
| Grammar | - Reinforcing the comparative |

Computers & IT – Video Lessons

The Language Program Video Lessons: Computers & IT will enable you to address subjects such as technological developments, software and hardware products, and information security issues. You will be able to understand relatively short Associated Press videos using specialized yet accessible vocabulary related to the computer industry and the information technology field.

Length: 03:07

Social Networks 00:28

- Overall Objectives
- Understanding the general sense of a short document about technology
- Lexical Groups
- Internet (home page, feed, to update, ...)
 - Appearance of an object (to design, bare bones, layout, ...)

Windows Makeover 00:26

- Overall Objectives
- Understanding the general sense of a short document about computer systems and software
- Lexical Groups
- IT environment & system (to upgrade, support, functionality, ...)

Accessibility Lab 00:27

- Overall Objectives
- Understanding the general sense of a short document about technology
- Lexical Groups
- IT development & programming (to scan, feature, to implement, ...)
 - Health problems & diseases (paralysis, disability, eyesight, ...)
 - Intellect (to click, proficient, discerning, ...)
- Grammar
- Diplomatic constructions

Cybersecurity 00:28

- Overall Objectives
- Understanding the general sense of a short document about information security
- Lexical Groups
- IT development & programming (spyware, network, cyberspace, ...)
 - Public administration (bureaucratic, to oversee, purview, ...)
- Grammar
- Reported speech

Robotic Helicopters Mimic Flights 00:25

- Overall Objectives
- Understanding the general sense of a short document about flight technology
- Lexical Groups
- Travel (maneuver, acrobatics, loop, ...)
 - IT development & programming (command, to track, to average, ...)
 - Critical thinking (to come up with, to mimic, compelling, ...)
 - Electronics industry (robotic, autonomous, drone, ...)

Wearable Health Sensors 00:25

- Overall Objectives
- Understanding the general sense of a short document about medical technology
- Lexical Groups
- Medicine (pacemaker, epilepsy, abdomen, ...)
 - Appearance of an object (bulky, rigid, stretchable, ...)
 - Communication (warning, to report, to alert, ...)
 - Electronics industry (to embed, sensor, transmitter, ...)

Wireless Memory Cards 00:25

- Overall Objectives
- Understanding the general sense of a short document about technology
- Lexical Groups
- IT (digital, encryption, to upload, ...)
 - IT equipment (router, slot, to plug into, ...)

Marketing & Advertising – Video Lessons

The Language Program Video Lessons: Marketing & Advertising will enable you to address subjects such as advertising strategies and challenges. You will be able to understand relatively short Associated Press videos using specialized yet accessible vocabulary related to marketing and the advertising industry.

Length: 01:24

Times Square's Newest Name 00:28

- Overall Objectives
- Understanding the general sense of a short document about the advertising industry
- Lexical Groups
- Marketing & communication (billboard, profile, to tap, ...)
 - Finance (to hold, to buy into, to spend, ...)
- Grammar
- The article and geographical names

Trade Show Marketing Strategies 00:27

- Overall Objectives
- Understanding the general sense of a short document about marketing
- Lexical Groups
- Marketing & communication (to exhibit, giveaway, pitch, ...)
 - Companies (founder, franchisee, professional, ...)

L.A.'s Signage Sprawl 00:28

- Overall Objectives
- Understanding the general sense of a short document about the advertising industry
- Lexical Groups
- Marketing & communication (signage, to promote, supergraphic, ...)
 - Laws & regulations (misdemeanor, charges, to ban, ...)

When Advertising Is Too Successful 00:27

- Overall Objectives
- Understanding specialized vocabulary related to advertising and marketing
- Lexical Groups
- Professional first contacts (to accommodate, to fit in, wait)
 - Marketing & communication (deal, buying power, to enhance...)
- Grammar
- 'May' – 'Might'

Telecommunications – Video Lessons

The Language Program Video Lessons: Telecommunications will enable you to address subjects such as developments in communications technology and the challenges they present. You will be able to understand relatively short Associated Press videos using specialized yet accessible vocabulary related to the telecommunications industry.

Length: 01:22

GPS and Broadband: At Odds? 00:27

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about telecommunications infrastructures |
| Lexical Groups | - Sound (frequency, interference, transmission, ...)
- Telecommunications & the postal system (antenna, tower, satellite, ...)
- Problem explanation (to address, to worry, to have trouble, ...) |
| Grammar | - Use of the present perfect |

Communication Technology: A Look Back 00:27

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about the telecommunications industry |
| Lexical Groups | - Telecommunications & the postal system (flip phone, antenna, mobile, ...)
- Qualifiers of time and age (cutting-edge, dated, eventually, ...)
- Description and characterization (commonplace, fictional, typical, ...) |

On the Road to a Smart Society 00:28

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about the telecommunications industry |
| Lexical Groups | - Telecommunications & the postal system (smart, connectivity, handheld, ...) |
| Grammar | - Use of the past participle as an adjective |

Over-the-Limit Notifications 00:26

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about the telecommunications industry |
| Lexical Groups | - Telecommunications & the postal system (notification, overage, carrier...)
- The IT industry (streaming, wireless, automatic...)
- Development & expansion (explosive, growing, immense...) |
| Grammar | - Phrasal verbs |

Network Venture 00:24

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about the telecommunications industry |
| Lexical Groups | - Telecommunications & the postal system (standard, operator, network)
- Sales (competitor, stake, equity...)
- Development & expansion (to roll out, to emerge, potential...) |

Airlines & Aerospace – Video Lessons

The Language Program Video Lessons: Airlines & Aerospace will enable you to address subjects such as aircraft technology and airline practices. You will be able to understand relatively short Associated Press videos using specialized yet accessible vocabulary related to the airline and aerospace industries.

Length: 02:37

The Plastic Plane's First Flight 00:26

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about the aerospace industry |
| Lexical Groups | - Aeronautical industry (jet, cabin, airborne, ...)
- Material (composite, plastic, aluminum, ...)
- Maintenance and functioning (testing, glitch, check, ...) |

Paperless Boarding 00:27

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about airlines and airports |
| Lexical Groups | - Security & defense (checkpoint, secure, to ensure, ...)
- Air transportation (to check in, boarding pass, counter, ...) |
| Grammar | - The notion of means |

Fantastic Folding Plane 00:25

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about the aerospace industry |
| Lexical Groups | - Aeronautical industry (amphibious, altitude, visibility, ...)
- Development & expansion (brainchild, sketch, to improve, ...) |
| Grammar | - Placement of 'enough' |

Robotic Helicopters Mimic Flights 00:25

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about flight technology |
| Lexical Groups | - Travel (maneuver, acrobatics, loop, ...)
- IT development & programming (command, to track, to average, ...)
- Critical thinking (to come up with, to mimic, compelling, ...)
- Electronics industry (robotic, autonomous, drone, ...) |

GPS Air Traffic System 00:27

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about flight technology |
| Lexical Groups | - Aeronautical industry (radar, runway, carrier, ...)
- Value judgment (accurate, precise, reliable, ...) |

Ultrafast Helicopters 00:27

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about flight technology |
| Lexical Groups | - Aeronautical industry (rotor, to hover, altitude, ...)
- The military (Pentagon, raider, tactical, ...) |
| Grammar | - Use of the present perfect |

Slower Flights to Save Fuel 00:24

- Overall Objectives
 - Understanding the general sense of a short document about airlines and airports
- Lexical Groups
 - Description of time (to extend, ago, yet)
 - Air transportation (carrier, fare, to check...)

Airport Stress: Causes and Solutions 00:24

- Overall Objectives
 - Understanding the general sense of a short document about airlines and airports
- Lexical Groups
 - Air transportation (aviation, bustle, to confiscate...)
 - Problems & disagreements (to defuse, to handle, temper...)
 - Assessment of a situation (primarily, partially, inevitably...)
- Grammar
 - Use of the past participle as an adjective

Luxury Goods & the Retail Sector – Video Lessons

The Language Program Video Lessons: Luxury Goods & the Retail Sector will enable you to address subjects such as sales and consumer behavior. You will be able to understand relatively short Associated Press videos using specialized yet accessible vocabulary related to the retail and luxury markets.

Length: 01:34

China's Luxury Shopper 00:23

- Overall Objectives
 - Understanding the general sense of a short document about the luxury market
- Lexical Groups
 - Description of a personality
 - Description of results
 - Businesses
 - Economics

Holiday Shopping 00:25

- Overall Objectives
 - Understanding the general sense of a short document about retail sales
- Lexical Groups
 - Description of time
 - Marketing & communication
 - Description of results
 - Management & accounting

Luxury Shopping in a Tough Economy 00:22

- Overall Objectives
 - Understanding the general sense of a short document about the luxury market
- Lexical Groups
 - Sales
 - Finance
 - Economics

Fashion Brands in Superstores 00:24

- Overall Objectives
 - Understanding the general sense of a short document about retail sales
- Lexical Groups
 - Fashion & clothing

Military & Defense – Video Lessons

The Language Program Video Lessons: Military & Defense will enable you to address subjects such as developments in military weapons and vehicles. You will be able to understand relatively short Associated Press videos using specialized yet accessible vocabulary related to the military and defense industries.

Length: 01:20

Shipping Squads from Sea to Shore 00:26

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about military technology |
| Lexical Groups | - Security & defense (mission, service, to conduct, ...)
- Defense equipment & supplies (armor, weapon, propulsion, ...)
- Development & expansion (setback, leap, to redesign, ...) |
| Grammar | - Construction of the present perfect continuous |

Detection Hardware 00:26

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about military technology |
| Lexical Groups | - Security & defense (adversary, target, scenario, ...)
- Aeronautical industry (to hover, to pilot, helicopter, ...)
- IT (virtual reality, joystick, platform, ...) |

Ultrafast Helicopters 00:27

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about flight technology |
| Lexical Groups | - Aeronautical industry (rotor, to hover, altitude, ...)
- The military (Pentagon, raider, tactical, ...) |
| Grammar | - Use of the present perfect |

Naval Drones in Pursuit 00:25

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about flight technology |
| Lexical Groups | - The military
- Electronics industry
- Defense equipment & supplies |

On the Job with a Homeland Security Agent 00:24

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about the military |
| Lexical Groups | - Security & defense (Homeland Security, drill, to deploy...)
- Defense equipment & supplies (flashbang, torch, lethal...)
- Legal procedures (warrant, to testify, to arrest...)
- Crimes & misdemeanors (to smuggle, violation, felony...) |

Government & the Public Sector – Video Lessons

The Language Program Video Lessons: Government & the Public Sector will enable you to address subjects such as sales political offices, elections, and interest groups. You will be able to understand relatively short Associated Press videos using specialized yet accessible vocabulary related to government administrations and the public sector.

Length: 01:33

Mayor's Election Victory Speech 00:22

Overall Objectives - Understanding the general sense of a short document about politics and elections

Lexical Groups - Elections
- Resolution & handling of problems
- Politics

Federal Government Jobs 00:23

Overall Objectives - Understanding the general sense of a short document about the public sector

Lexical Groups - Description of a person
- Human resources
- Measurements

New York Term Limits 00:25

Overall Objectives - Understanding the general sense of a short document about politics and elections

Lexical Groups - Politics

Canine Political Action Committee 00:24

Overall Objectives - Understanding the general sense of a short document about politics and elections

Lexical Groups - Politics

Education – Video Lessons

The Language Program Video Lessons: Education will enable you to address subjects such as teaching and learning. You will be able to understand relatively short Associated Press videos using specialized yet accessible vocabulary related to educational practices.

Length: 01:37

Chemistry Kids 00:24

Overall Objectives - Understanding the general sense of a short document about teaching and learning

Lexical Groups - Education
- Exact & applied sciences
- Natural sciences

Classroom Clickers 00:25

- Overall Objectives
- Understanding the general sense of a short document about educational practices and policies
- Lexical Groups
- Schools
 - Training & knowledge

Charter School 00:23

- Overall Objectives
- Understanding the general sense of a short document about educational practices and policies
- Lexical Groups
- Education

Science Fair Sparks Kids' Interest 00:25

- Overall Objectives
- Understanding the general sense of a short document about teaching and learning
- Lexical Groups
- Training & knowledge (collaboration, to transfer, to approach...)
 - Critical thinking (to spark, enthusiasm, to entertain)

The Natural Sciences – Video Lessons

The Language Program Video Lessons: The Natural Sciences will enable you to address subjects such as chemistry and physics. You will be able to understand relatively short Associated Press videos using specialized yet accessible vocabulary related to the natural sciences.

Length: 01:09

Chemistry Kids 00:24

- Overall Objectives
- Understanding the general sense of a short document about teaching and learning
- Lexical Groups
- Education
 - Exact & applied sciences
 - Natural sciences

A Powerful Laser for Clean Energy 00:23

- Overall Objectives
- Understanding the general sense of a short document about physics
- Lexical Groups
- Physics
 - Security & defense
 - Value judgment

Liquid Scanners 00:22

- Overall Objectives
- Understanding the general sense of a short document about the natural sciences
- Lexical Groups
- Natural sciences
 - Scientific research
 - Transportation

The Hunt for the Higgs Boson 00:27

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about physics |
| Lexical Groups | - Physics (subatomic, to smash, big bang theory)
- Scientific research (to amass, hunt, elusive) |
| Grammar | - Emphatic 'do' |

Video Lessons: Weather & the Environment

The Language Program Video Lessons: Weather & the Environment will enable you to address subjects such as environmental issues and weather phenomena. You will be able to understand relatively short Associated Press videos using specialized yet accessible vocabulary related to weather and the environment.

Length: 02:19

Almanac Predictions 00:23

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the general sense of a short document about the weather |
| Targeted Skills | - Reading
- Listening |
| Lexical Group | - Meteorology
- Scientific research
- Exact & applied sciences
- Quantities |

Heat Advisory 00:22

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about the weather |
| Targeted Skills | - Reading
- Listening |
| Lexical Group | - Meteorology
- Chemistry
- Description and characterization |

Weather Preparations 00:23

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the general sense of a short document about the weather |
| Targeted Skills | - Reading
- Listening |
| Lexical Group | - Meteorology
- Geography
- Construction industry |

Changes in the Antarctic Ocean 00:23

Overall Objectives	- Understanding the general sense of a short document about the environment
Targeted Skills	<ul style="list-style-type: none">- Reading- Listening
Lexical Group	<ul style="list-style-type: none">- Environment & ecology- Scientific research- Meteorology- Chemistry

A Concrete Solution for Global Warming 00:23

Overall Objectives	Understanding the general sense of a short document about the environment
Targeted Skills	<ul style="list-style-type: none">- Reading- Listening
Lexical Group	<ul style="list-style-type: none">- Environment & ecology- Chemistry- Physics

Methods without Means: A Texas Water Plan 00:24

Overall Objectives	Understanding the general sense of a short document about the environment
Targeted Skills	<ul style="list-style-type: none">- Reading- Listening
Lexical Group	<ul style="list-style-type: none">- Quantities- Public administration- Description and characterization- Development & expansion

Specialized Vocabulary Files

All Levels

Marketing & the Advertising Industry

The Language Program Marketing & the Advertising Industry will enable you to discover and develop specialized yet accessible vocabulary related to direct and indirect marketing methods.

Length: 00:30

Advertising and Marketing 5 Vocabulary Files

- | | |
|--------------------|--|
| Overall Objectives | - Understanding specialized vocabulary related to advertising and marketing |
| Targeted Skills | - Reading |
| Lexical Groups | - Marketing & communication (competitor, display material, free sample, ...) |

IT

The Language Program IT will enable you to discover and develop specialized yet accessible vocabulary related to computer use and office technology.

Length: 00:30

IT 5 Vocabulary Files

- | | |
|--------------------|---|
| Overall Objectives | - Understanding specialized vocabulary related to advertising and marketing |
| Targeted Skills | - Reading |
| Lexical Groups | - IT (mail merge, optical character recognition, removable medium, ...) |

The Aerospace Industry - Air Crew & Ground Staff

The Language Program The Aerospace Industry - Air Crew & Ground Staff will enable you to discover and develop specialized yet accessible vocabulary related to aviation and aerospace personnel.

Length: 01:18

Air Crew and Ground Staff 13 Vocabulary Files

- | | |
|--------------------|---|
| Overall Objectives | - Understanding specialized vocabulary related to air crew and ground staff |
| Targeted Skills | - Reading |
| Lexical Groups | - Professions in the aviation industry (air traffic controller, airman basic, attendant, ...) |

The Aerospace Industry - Air Navigation

The Language Program The Aerospace Industry - Air Navigation will enable you to discover and develop specialized yet accessible vocabulary related to aircraft maneuvers, systems, and procedures.

Length: 01:36

Air Navigation 16 Vocabulary Files

- | | |
|--------------------|--|
| Overall Objectives | - Understanding specialized vocabulary related to air navigation |
| Targeted Skills | - Reading |
| Lexical Groups | - Air transportation (heading, homer, horizontal situation indicator, ...) |

The Aerospace Industry - The Space Flight

The Language Program The Aerospace Industry - The Space Flight will enable you to discover and develop specialized yet accessible vocabulary related to the equipment, crew, and principles of space travel.

Length: 01:36

The Space Flight 16 Vocabulary Files

- | | |
|--------------------|--|
| Overall Objectives | - Understanding specialized vocabulary related to the space industry |
| Targeted Skills | - Reading |
| Lexical Groups | - Aerospace industry (apogee, ascent, astronaut, ...) |

Architecture & the Building Industry

The Language Program Architecture & the Building Industry will enable you to discover and develop specialized yet accessible vocabulary related to the tools and structures of building design and construction.

Length: 01:54

Architecture and Construction 19 Vocabulary Files

- | | |
|--------------------|---|
| Overall Objectives | - Understanding specialized vocabulary related to architecture and construction |
| Targeted Skills | - Reading |
| Lexical Groups | - Construction industry (cantilever, cement, clearance, ...) |

Banking & Finance

The Language Program Banking & Finance will enable you to discover and develop specialized yet accessible vocabulary related to topics such as banks, currency, and the stock exchange.

Length: 00:30

Banking and Finance 5 Vocabulary Files

- | | |
|--------------------|---|
| Overall Objectives | - Understanding specialized vocabulary related to banking and finance |
| Targeted Skills | - Reading |
| Lexical Groups | - Finance (assets, bearer bond, bull market, ...) |

State & Local Government

The Language Program State & Local Government will enable you to discover and develop specialized yet accessible vocabulary related to public officials and institutions.

Length: 01:54

Local and Regional Authorities 19 Vocabulary Files

- | | |
|--------------------|--|
| Overall Objectives | - Understanding specialized vocabulary related to state and local government |
| Targeted Skills | - Reading |
| Lexical Groups | - Urban areas (administrative, to allocate, appraisal, ...) |

Humanitarian Medicine

The Language Program Humanitarian Medicine will enable you to discover and develop specialized yet accessible vocabulary for providing medical assistance in humanitarian and peacekeeping contexts.

Length: 01:48

Medical, Humanitarian & Peacekeeping Missions 18 Vocabulary Files

- | | |
|--------------------|---|
| Overall Objectives | - Understanding specialized vocabulary related to humanitarian missions |
| Targeted Skills | - Reading |
| Lexical Groups | - Medicine (malaria, microbe, mortuary, ...) |

The Security & Defense Industries - Military & Joint Forces

The Language Program The Security & Defense Industries - Military and Joint Forces will enable you to discover and develop specialized yet accessible vocabulary related to the armed forces.

Length: 02:00

Military and Joint Forces

20 Vocabulary Files

Overall Objectives

- Understanding specialized vocabulary related to the armed forces

Targeted Skills

- Reading

Lexical Groups

- Security & defense (cadet, cannon, Chief of Staff, ...)

The Security & Defense Industries - Security

The Language Program The Security & Defense Industries - Security will enable you to discover and develop specialized yet accessible vocabulary related to safety concerns, procedures, and equipment.

Length: 02:06

Security

21 Vocabulary Files

Overall Objectives

- Understanding specialized vocabulary related to safety and security

Targeted Skills

- Reading

Lexical Groups

- Security & defense (fault, fireproofing, fracture, ...)

The Travel Industry - Plane Travel

The Language Program The Travel Industry - Plane Travel will enable you to discover and develop specialized yet accessible vocabulary related to topics such as flight reservations, safety, on-board services, travel documents, and luggage.

Length: 00:36

Flight Reservations

1 Vocabulary Files

Overall Objectives

- Understanding specialized vocabulary related to plane travel

Targeted Skills

- Reading

Lexical Groups

- Travel, tourism (booking, airfare, layover, ...)

Schedules and Itineraries

1 Vocabulary Files

Overall Objectives

- Understanding specialized vocabulary related to plane travel

Targeted Skills

- Reading

Lexical Groups

- Traffic (bound for, nonstop, delay, ...)

The Flight 1 Vocabulary Files

- | | |
|--------------------|---|
| Overall Objectives | - Understanding specialized vocabulary related to plane travel |
| Targeted Skills | - Reading |
| Lexical Groups | - Air transportation (takeoff, crew, overhead compartment, ...) |

Flight Safety 1 Vocabulary Files

- | | |
|--------------------|--|
| Overall Objectives | - Understanding specialized vocabulary related to plane travel |
| Targeted Skills | - Reading |
| Lexical Groups | - Air transportation (to buckle, hazard, oxygen mask, ...) |

Luggage 1 Vocabulary Files

- | | |
|--------------------|--|
| Overall Objectives | - Understanding specialized vocabulary related to plane travel |
| Targeted Skills | - Reading |
| Lexical Groups | - Travel equipment & accessories (suitcase, allowance, to travel light, ...) |

Travel Documents and Formalities 1 Vocabulary Files

- | | |
|--------------------|--|
| Overall Objectives | - Understanding specialized vocabulary related to plane travel |
| Targeted Skills | - Reading |
| Lexical Groups | - Travel, tourism (customs, entry visa, liable, ...) |

The Travel Industry - Plane Travel

The Language Program The Travel Industry – The Airport will enable you to discover and develop specialized yet accessible vocabulary related to airport layout, procedures, facilities, and equipment.

Length: 01:24

The Airport 14 Vocabulary Files

- | | |
|--------------------|---|
| Overall Objectives | - Understanding specialized vocabulary related to the airport |
| Targeted Skills | - Reading |
| Lexical Groups | - Air transportation infrastructure (beacon, body search, border police, ...) |

Environment & Meteorology - Environmental Issues

The Language Program Environment & Meteorology - Environmental Issues will enable you to discover and develop specialized yet accessible vocabulary related topics such as ecology and pollution.

Length: 00:18

Environmental Issues

3 Vocabulary Files

- | | |
|--------------------|--|
| Overall Objectives | - Understanding specialized vocabulary related to environmental issues |
| Targeted Skills | - Reading |
| Lexical Groups | - Environment & ecology (acid rain, conservation, endangered species, ...) |

Environment & Meteorology - Meteorology

The Language Program Environment & Meteorology - Meteorology will enable you to discover and develop specialized yet accessible vocabulary related to climate and weather conditions.

Length: 01:42

Environmental Issues

3 Vocabulary Files

- | | |
|--------------------|---|
| Overall Objectives | - Understanding specialized vocabulary related to weather and meteorology |
| Targeted Skills | - Reading |
| Lexical Groups | - Meteorology (inland, isotherm, jet stream, ...) |

Business Ethics - Politics & the Economy

The Language Program Business Ethics - Politics & the Economy will enable you to discover and develop specialized yet accessible vocabulary related to topics such as global politics and international economic relations.

Length: 00:18

Global Politics

1 Vocabulary Files

- | | |
|--------------------|---|
| Overall Objectives | - Understanding specialized vocabulary related to globalization |
| Targeted Skills | - Reading |
| Lexical Groups | - Politics (to denationalize, border, neoliberalism, ...) |

Global Economic

1 Vocabulary Files

- | | |
|--------------------|---|
| Overall Objectives | - Understanding specialized vocabulary related to globalization |
| Targeted Skills | - Reading |
| Lexical Groups | - Economics (dumping, remittance, market failure, ...) |

International Relations

1 Vocabulary Files

Overall Objectives

- Understanding specialized vocabulary related to globalization

Targeted Skills

- Reading

Lexical Groups

- Economics (debt relief, fair trade, tiered pricing, ...)

Business Ethics – Society & the Environment

The Language Program Business Ethics - Society & the Environment will enable you to discover and develop specialized yet accessible vocabulary related to topics such as global society, health, and environmental issues.

Length: 00:12

Global Society

1 Vocabulary Files

Overall Objectives

- Understanding specialized vocabulary related to globalization

Targeted Skills

- Reading

Lexical Groups

- Civilization (acculturation, civil society, humanitarian, ...)
- Medicine (epidemic, genetic engineering, health expenditure, ...)

Environment: Global Issues

1 Vocabulary Files

Overall Objectives

- Understanding specialized vocabulary related to globalization

Targeted Skills

- Reading

Lexical Groups

- Environment & ecology (agribusiness, biodiversity, climate change, ...)

Business Ethics - Ethics & Fair Trade

The Language Program Business Ethics - Ethics & Fair Trade will enable you to discover and develop specialized yet accessible vocabulary related to practices of fair trade and corporate responsibility.

Length: 00:24

Ethics and Fair Trade

6 Vocabulary Files

Overall Objectives

- Understanding specialized vocabulary related to fair trade

Targeted Skills

- Reading

Lexical Groups

- Character and values (accountability, business ethics, conflict of interest, ...)

Everyday Situations

Beginner - A1

Introductory Skills 1

The Learning Path Introductory Skills 1 will enable you to engage in short interactions in simple standard situations. You will be capable of greeting people and introducing yourself. You will be able to convey basic information about yourself and your environment, such as your age, nationality, occupation, family, and pets. You will be capable of asking and understanding simple questions and answers when the other person speaks slowly and has a familiar accent.

Length: 09:43

Greetings 00:41

Lexical Groups

- Greetings & introductions (fine, hello, hi...)

The Alphabet 01:04

Lexical Groups

- Communication (letter, A, B, C... Z...)

Introductions 00:56

Lexical Groups

- Greetings & introductions (Mr., Ms., first name...)

Age 01:00

Lexical Groups

- Description of a person (how old, to be x years old...)
- Numbers (one, two, three... thirty...)

Countries 01:01

Lexical Groups

- Names of countries (Brazil, China, Colombia...)
- Names of administrative divisions of countries (California, Florida, New York...)

Nationalities 01:04

Lexical Groups

- Nationalities (American, Brazilian, Chinese...)

Occupations 01:04

Lexical Groups

- Professions (bank teller, bus driver, dentist...)
- Students (student...)

My Family 01:01

Lexical Groups

- Family and entourage (mother, father, sister...)

Pets 00:50

Lexical Groups

- The animal kingdom (cat, dog, goldfish...)

Review 01:03

Lexical Groups

- Speaking (hello, goodbye, name...)
- The business world (dentist, firefighter, teacher...)
- Family and entourage (mother, father, brother...)
- The animal kingdom (cat, dog, goldfish...)
- Names of countries (Brazil, China, Colombia...)
- Populations & inhabitants (Brazilian, Chinese, Colombian...)
- Names of administrative divisions of countries (California, Florida, New York...)
- Numbers (one, two, three...)

Introductory Skills 2

The Learning Path Introductory Skills 2 will enable you to engage in simple interactions about familiar, routine topics. You will be able to talk about your activities, likes and dislikes, and weekly schedule, as well as those of the people around you. You will be capable of describing yourself and others, including physical characteristics, feelings, and dress, using short, simple sentences. You will be able to communicate the date and say where things are. You will be capable of asking and understanding simple questions and answers when the other person speaks slowly and has a familiar accent.

Length: 09:59

The Body 01:01

Lexical Groups

- Human body (hand, eye, mouth...)

Clothes 01:03

Lexical Groups

- Fashion & clothing (skirt, pants, dress...)
- Color (red, orange, yellow...)
- Shape (long, short...)

Appearance 01:03

Lexical Groups

- Physical description (tall, short, long...)
- Color (blue, brown, gray...)

Feelings 01:03

Lexical Groups

- Feelings (happy, sad, angry...)
- A person's physical & mental state (tired, sick, hot...)

Likes and Dislikes 01:01

Lexical Groups

- Leisure (animal, book, computer...)

Activities 01:03

Lexical Groups

- Athletic activities (baseball, basketball, football...)
- Leisure (chess, piano, guitar...)

Days of the Week 00:53

Lexical Groups

- Days of the week (Monday, Tuesday, Wednesday...)
- Division of time (day, week, weekend...)

The Date 00:57

Lexical Groups

- Months (January, February, March...)
- Ordinal numbers (first, second, third... thirty-first...)

The Office 00:59

Lexical Groups

- Situation of something in space (in, on, under...)
- Stationary (pen, paper, notebook...)
- Furniture (chair, desk, computer...)

Review 00:57

Lexical Groups

- Human body (hand, eye, hair...)
- Fashion & clothing (skirt, pants, coat...)
- Color (red, blue, brown...)
- Physical description (tall, short, long...)
- Days of the week (Sunday, Monday, Tuesday...)
- A person's physical & mental state (hungry, thirsty, sick...)
- Leisure (shopping, ballet, video game...)
- Athletic activities (baseball, basketball, football...)
- Months (January, February, March...)
- Stationary (notebook, pen, paper...)

All skills

The "All skills" Language Program allows students to work on all the skills and knowledge areas of the target language.

All the activities, resources and exercises of the method are included, enabling students to establish a close link between comprehension and production. This varied Language Program includes all the lessons for one level of the method and allows students to review concepts and rules they have already learned, to maintain their current level, or to progress even further. Reading, writing, speaking, and listening, as well as grammar and vocabulary, are all included.

Length: 32:28

Introductions 02:10

Overall Objectives

Greet someone, introduce yourself, ask their name, inquire about their profession and family life.

Lexical Groups

Communication and Intellect

- Common expressions
- Greetings, being polite

Family, Identity, Social Life

- Identity
- Social life

Judgment and Opinion

- Agreement, disagreement
- Appraisal

Work Environment

- Corporate life

Grammar

Definite and indefinite articles

The difference between "a" and "an"

The verb "to be"

The verb "to have"

The Family 02:37

Overall Objectives

Describe someone's physical appearance and personality. Introduce your family.

Lexical Groups

The Human Body

- Physical description

Family, Identity, Social Life

- Family life
- Age, stages of life

Personality and Feelings

Grammar

Possessive adjectives

The plural

Contraction of "to be"

Questions without interrogative words

Going on Vacation 02:41

Overall Objectives

Talk about public transportation, make vacation plans, tell time and learn the days of the week.

Lexical Groups

Defining Space

- Distance
- Movements, moving
- Indicating a place

Time

- Schedule
- Times of day
- Days of the week

The present

Grammar

Prepositions of time

Time

"How long"

"There is" - "There are"

A City Tour 02:55

Overall Objectives

Learn vocabulary dealing with urban settings. Ask for prices and order a drink.

Lexical Groups

Economy and Trade

- Buying, selling
- Cost, payment

Defining Space

- Indicating a place

Games, Leisure and Entertainment

- Places

Shopping

- Stores

Cities and Towns

- Places and buildings
- Public places

Grammar

Interrogative words

Demonstratives

Prepositions of place

"Here" - "There"

Introducing Oneself

Overall Objectives

02:29

Learn how to greet people and how to introduce yourself and your family in a few words: give your name and nationality, where you are living and what you are doing.

Lexical Groups

Communication and Intellect

- Greetings, being polite

Family, Identity, Social Life

- Family life
- Age, stages of life
- Identity

Grammar

The simple present

The verb "to be"

Subject pronouns

Placing the adjective

Contraction of "to be"

Questions without interrogative pronouns

The difference between "a" and "an"

Cultural Exercises

00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

Descriptions

01:43

Overall Objectives

Learn how to describe your appearance using some simple adjectives and the names of parts of the body and of clothes. Find out about a few verbs to describe actions.

Lexical Groups

Communication and Intellect

- Comparison

The Human Body

- Physical description
- Head and face

Objects

- Colors
- Descriptive terms
- Size

Family, Identity, Social Life

- Age, stages of life
- Personal details

Vacations and Traveling

- Hotels

Grammar

The negative form

"Can:" perception and knowledge

Object pronouns

Definite and indefinite articles

Time

Prepositions of time

Numbers & Letters

02:07

Overall Objectives

Learn how to describe where you are, to describe the positions of the body (to sit, to stand, to kneel). Learn numbers and how to formulate a simple arithmetical problem and its solution. Learn the alphabet and how to spell words.

Lexical Groups

Communication and Intellect

- Comparison
- Awareness, memories, forgetting
- Thinking, debating, explaining
- Oral communication

Education

- Learning and knowledge
- Language, reading and writing

Defining Space

- Indicating a place

Measurements and Quantities

- Figures and numbers

Science and Industry

- Mathematics

Grammar

The verb "to have"

Interrogative pronouns, adjectives and adverbs

Tags - Short answers

The plural

Prepositions of place

Comparing equals

Exclamations with "what a"

Cultural Exercises

00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

Dates & Times

02:25

Overall Objectives

Learn the names of seasons, months, the days of the week and how to tell time. Learn to say what time it is and indicate duration (the current time and how long things take).

Lexical Groups

Time

- Schedule
- Instruments for measuring time
- Dates
- Telling time
- Months
- Times of day
- Seasons
- Days of the week
- The present
- Time indicators

Grammar

Age

Reflexive pronouns

The present continuous

Nationalities: capital letters

The possessive

Possessive adjectives

Demonstratives

The future

Objects & Animals

02:31

Overall Objectives

Find out the names of everyday objects (office furniture, stationery) and describe where they are. Learn the names of some animals.

Lexical Groups

Food

- Cookware and kitchen utensils

Animals

- Marine life
- Land and amphibious animals
- Insects
- Birds

Education

- School supplies and related activities

Housing

- House and home
- Furniture

Grammar

The verb "to have"

Interrogative pronouns, adjectives and adverbs

Tags - Short answers

The plural

Adjectives 01:37

Overall Objectives

Learn new attributive adjectives. Describe yourself and some objects in detail.

Lexical Groups

Objects

- Textures

Defining Space

- Volume
- Speed

Judgment and Opinion

- Agreement, disagreement
- Necessity, ability and difficulty
- Appraisal
- Criticism
- True, false

Personality and Feelings

Grammar

Prepositions of place

Comparing equals

Exclamations with "what a"

Vacation Plans 02:22

Overall Objectives

Make reservations for a vacation. Set the vacation length and dates. Book a vacation home and describe it (rooms, kitchen, and bathroom). Learn basic vocabulary for furniture.

Lexical Groups

Objects

- Descriptive terms

Defining Space

- Distance
- Location

Judgment and Opinion

- General terms and impartiality

Housing

- Parts of a building
- Types of accommodation
- Living spaces
- Real estate

Grammar

"How much" - "How many"

"There is" - "There are"

"How long"

Cultural Exercises 00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

The Summer Rental 02:17

Overall Objectives

Learn how to express that something is broken or does not work. Learn basic household vocabulary (*appliances, cutlery, linen*).

Lexical Groups

Food

- Cookware and kitchen utensils

Housing

- Parts of a building
- Living spaces
- Household appliances
- Linens
- Furniture

Grammar

The affirmative imperative

The negative imperative

Past interrogatives

Grocery Shopping

02:14

Overall Objectives

Learn what to ask when grocery shopping. Ask for advice on ingredients and cooking.

Lexical Groups

Food

- Food preparation
- Preparing and enjoying a meal
- Different meals
- Courses

Economy and Trade

- Buying, selling

Shopping

- Stores

Grammar

"The simple present and the "present continuous

"Should" and "ought to:" advice

"Too" - "Too much"

The Supermarket

02:02

Overall Objectives

Learn vocabulary related to the supermarket and groceries.

Lexical Groups

Food

- Drinks
- Preparing and enjoying a meal

Economy and Trade

- Business and commerce

Finance and Insurance

- Accounting

Shopping

- Stores

Grammar

"Some" - "Any"

"Not . . . either"

Use of the pronoun "one"

All skills

The "All skills" Language Program allows students to work on all the skills and knowledge areas of the target language.

All the activities, resources and exercises of the method are included, enabling students to establish a close link between comprehension and production. This varied Language Program includes all the lessons for one level of the method and allows students to review concepts and rules they have already learned, to maintain their current level, or to progress even further. Reading, writing, speaking, and listening, as well as grammar and vocabulary, are all included.

Length: 13:37

Weather Report 01:53

Overall Objectives Ask questions about the weather forecast and name the days of the week. Learn the different weather conditions.

Lexical Groups

Weather

- Cold, snow
- Wind, sky
- Temperature and heat
- Rain, storms
- Sun, heat

Grammar

Construction of the past tense
Question tags
"The same . . . as"

The Canoe Trip 02:13

Overall Objectives Describe the weather conditions encountered in the past.

Lexical Groups

Defining Space

- Movements, moving

Nature and Geography

- Natural disasters
- Sun, heat
- Rain, storms

Weather

- Wind, sky
- Weather forecast

Fashion

- Clothes

Time

- The present
- The future
- The past
- Seasons

Grammar

"Everybody" - "Nobody"
Adverbs of time
The adverb "that"
"To get" + adjective

Vacation Time 01:48

Overall Objectives

Make plans to go on vacation. Describe what you pack in your suitcases.

Lexical Groups

Fashion

- Clothes
- Shoes
- Accessories

Sea Transportation

- Traveling by sea
- Technical terms

Vacations and Traveling

- Tourist activities
- Accessories

Sports

- Sporting activities

Grammar

Use of the past tense

The near future: BE + ING

Possessive pronouns

At the Shore 01:55

Overall Objectives

Learn vocabulary related to beach vacations (*beach, lotion, life jackets*).

Lexical Groups

Sea Transportation

- Traveling by sea

Vacations and Traveling

- Accessories

Sports

- Clothing and accessories
- Sporting activities

Nature and Geography

- Water
- Minerals

Fashion

- Clothes

Grammar

Construction of compound nouns

Use of "so" to express a goal

"Also" - "As well" - "Too"

Free Time 02:13

Overall Objectives

Describe your tastes in music and other leisure activities. Talk about your plans to go out.

Lexical Groups

Time

- Holidays

Family, Identity, Social Life

- Social life

The Arts

- Music
- Movies
- Singing
- Theater

Personality and Feelings

- Tastes

Games, Leisure and Entertainment

- Leisure activities

Grammar

Use of the present conditional

"Regular superlatives

"Irregular superlatives

At the Lake 01:40

Overall Objectives

State your likes and dislikes (to love, to hate). Learn general vocabulary about leisure activities, such as an outing at the lake.

Lexical Groups

Games, Leisure and Entertainment

- Leisure activities

Sports

- Sporting activities
- Clothing and accessories

The Arts

- Music

Vacations and Traveling

- Tourist activities

Family, Identity, Social Life

- Social life

Grammar

""Can" - "Could" - "To be able to"

"The present subjunctive

Irregular comparatives

Cultural Exercises 00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

Arrival in New York

01:41

Overall Objectives

Learn to answer the questions you might be asked at the airport upon arrival. State where you are going, for how long and with whom.

Lexical Groups

Air and Rail Transportation

- Places
- Baggage
- Traveling by train or plane
- Departure and arrival

Nature and Geography

- World geography
- Countries, nationalities, languages

Communication and Intellect

- Oral communication
- Obtaining information

Cities and Towns

- Places and buildings
- Public places

Transportation Terms

- People and professions
- Stages of a journey

Grammar

"Construction of the present perfect continuous

"Use of the present perfect continuous

"Either . . . or" - "Neither . . . nor"

"Direct and indirect questions

Cultural Exercises

00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

All skills

The "All skills" Language Program allows students to work on all the skills and knowledge areas of the target language.

All the activities, resources and exercises of the method are included, enabling students to establish a close link between comprehension and production. This varied Language Program includes all the lessons for one level of the method and allows students to review concepts and rules they have already learned, to maintain their current level, or to progress even further. Reading, writing, speaking, and listening, as well as grammar and vocabulary, are all included.

Length: 30:22

Breakfast Menus 02:24

Overall Objectives Order breakfast and ask the waiter questions. Learn basic breakfast vocabulary.

Lexical Groups

Food

- Preparing and enjoying a meal
- Different meals

Communication and Intellect

- Choices and decisions

Family, Identity, Social Life

- Social life

Grammar

"The simple present and the "present continuous
""Would like:" expressing wishes
"The use and omission of "the"
""Little" - "A little" - "Much"

Cultural Exercises 00:07

Overall Objectives Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

"Still Hungry?" 02:23

Overall Objectives Send back something you ordered and order something else. Express your dissatisfaction.

Lexical Groups

Food

- Drinks
- Preparing and enjoying a meal
- Food and cooking
- Cookware and kitchen utensils

Personality and Feelings

- Tastes
- Feelings

Grammar

Regular comparatives
Adjectives ending in "-ing"
""Too" - "Too much"
"Placement of "enough"

The Menu 03:35

Overall Objectives

Order a meal. Name your favorite dishes, say what you do not like and learn basic food vocabulary.

Lexical Groups

Food

- Drinks
- Food preparation
- People and professions
- Courses
- Eating out
- Cookware and kitchen utensils

Communication and Intellect

- Choices and decisions

Vacations and Traveling

- Hotels

Grammar

"Construction of the past tense

"Also" - "As well" - "Too"

"Different meanings of "all"

Desserts 01:47

Overall Objectives

Ask questions about the dessert tray in a restaurant. Order dessert and ask for the bill.

Lexical Groups

Food

- Drinks
- Types of food
- Food preparation
- Preparing and enjoying a meal
- Different meals
- Courses
- Eating out

Communication and Intellect

- Choices and decisions
- Suggestion, proposal, advice

Personality and Feelings

- Feelings
- Tastes

Grammar

"Use of the past tense

"Use of the past participle as an adjective

"Final prepositions

Cultural Exercises 00:07

Overall Objectives

Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

Window-shopping 02:14

Overall Objectives Take the bus downtown to go shopping for shoes with a friend. Give your opinion on an article.

Lexical Groups

Objects

- Size
- Fabrics

Economy and Trade

- Cost, payment
- Negotiation
- Buying, selling

Fashion

- Clothing
- Shoes
- Clothes

Judgment and Opinion

- Originality, commonality

Shopping

- People and professions
- Stores

Grammar

Use of the present conditional
Construction of compound nouns
"Verb + infinitive clause

The Fitting Room 02:42

Overall Objectives Learn the names of clothes. Discuss size, color and express your taste.

Lexical Groups

Economy and Trade

- Buying, selling

Fashion

- Descriptive terms
- Clothing
- Clothes

Shopping

- Stores
- People and professions

Grammar

Use of compound nouns
"Compound adjectives
"Absolute superlative

An Emergency 02:28

Overall Objectives Seek assistance for an injured person. Learn basic medical vocabulary and parts of the body.

Lexical Groups

Health and Medicine

- Treatment, medication, operations
- Miscellaneous
- Sleep
- Fitness and fatigue
- Places
- Medical equipment
- Medical staff
- Health problems

Grammar

Construction of the present perfect continuous
"Use of the present perfect continuous
"Irregular comparatives

At the Doctor's 02:25

Overall Objectives Describe your symptoms and discuss treatment options.

Lexical Groups

Family, Identity, Social Life

- Personal details

Health and Medicine

- Medical exams and tests
- Treatment, medication, operations
- Places
- Medical staff
- Health problems

Grammar

"The sequence of tenses
""That" and dependent clauses
"Kind of" followed by a noun

Correspondence 02:38

Overall Objectives Learn vocabulary for letter writing: writing paper, ink, envelopes.

Lexical Groups

Communication and Intellect

- Greetings, being polite

Making Contact

- Written correspondence

Education

- Literature
- School supplies and related activities
- Language, reading and writing

Grammar

Verbs expressing a wish to act
Possessive pronouns
Anaphoric "to"

At the Post Office 02:18

Overall Objectives Learn vocabulary to do with the postal service: sending a parcel, express delivery, registered mail, metered mail, stamp collecting.

Lexical Groups

Communication and Intellect

- Obtaining information

Making Contact

- Written correspondence
- The telephone

Transportation Terms

- Stages of a journey
- Public transportation

Cities and Towns

- Places and buildings

Grammar

"As much as" - "As many as"
More uses of the possessive
"For" - "Since" - "Ago"

Banks and ATMs 02:27

Overall Objectives

Learn how to explain a problem and learn vocabulary associated with banks: credit card, expiration date, commission, etc.

Lexical Groups

Economy and Trade

- Buying, selling

Finance and Insurance

- Banking
- The stock market
- Accounting
- Currency

Time

- Schedule

Grammar

Construction of the passive

Use of the passive

Construction of the present conditional

Paying a Bill 02:50

Overall Objectives

Learn about different means of paying for something: by check, in cash, etc.

Lexical Groups

Economy and Trade

- Cost, payment
- Business and commerce
- Negotiation

Finance and Insurance

- Banking
- Accounting

Measurements and Quantities

- Whole numbers

Grammar

The past subjunctive

"To let"

All skills

The "All skills" Language Program allows students to work on all the skills and knowledge areas of the target language.

All the activities, resources and exercises of the method are included, enabling students to establish a close link between comprehension and production. This varied Language Program includes all the lessons for one level of the method and allows students to review concepts and rules they have already learned, to maintain their current level, or to progress even further. Reading, writing, speaking, and listening, as well as grammar and vocabulary, are all included.

Length: 12:28

Living in America 02:32

Overall Objectives Reply to general questions about your daily life in the US: *Where do you live? What is your job? What are your hobbies?*

Lexical Groups Communication and Intellect

- Oral communication

Economy and Trade

- Products, merchandise
- People and professions

Education

- Learning and knowledge
- The educational process
- Language, reading and writing

Judgment and Opinion

- Necessity, ability and difficulty

Work Environment

- Professions and hierarchy
- Corporate life

Grammar "That" and dependent clauses
"To be likely"
Omission of certain prepositions

Cultural Exercises 00:14

Overall Objectives Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.

Seeing the USA

02:01

Overall Objectives

Talk about different means of transportation, lifestyles and pastimes.

Lexical Groups

Communication and Intellect

- Awareness, memories, forgetting
- Greetings, being polite

Family, Identity, Social Life

- Family life
- Identity

Transportation Terms

- Public transportation

Judgment and Opinion

- Originality, commonality

Air and Rail Transportation

- Traveling by train or plane

Grammar

"Which" - "What"

Uses of "so"

The notion of means

The Post Office

02:37

Overall Objectives

Learn to ask questions, to give your address, to pick up a package and to buy stamps at the post office.

Lexical Groups

Making Contact

- Written correspondence

Economy and Trade

- Delivery

Housing

- Real estate
- People and professions

Time

- Schedule

Cities and Towns

- Places and buildings

Grammar

To be interested in

"Few" - "A few" - "many"

Seminar Planning

02:45

Overall Objectives

Reserve a hotel room. Organize a seminar, set the date and number of participants, choose the services required. Arrange for payment.

Lexical Groups

Communication and Intellect

- Oral communication
- Obtaining information
- Greetings, being polite

Judgment and Opinion

- Necessity, ability and difficulty

Housing

- Living spaces

Sports

- People and professions

Time

- Schedule

Grammar

The perfect conditional

Infinitive clause

"To be left" - "To have left"

Insurance & Banking

02:19

Overall Objectives

Learn vocabulary related to the world of insurance and banking (coverage, life insurance, cash transfer, account number).

Lexical Groups

Administration and Law

- Law and Justice
- Crimes and misdemeanors

Economy and Trade

- Buying, selling
- People and professions

Finance and Insurance

- Insurance
- Banking

Work Environment

- Corporate life

Grammar

The main postpositions

"Little" - "A little" - "Much"

Invariable cardinal numbers

Video Lesson Themes

All Levels

Video Lessons: Culture in the United States

The Language Program Video Lessons: Culture in the United States will enable you to address subjects such as American art, history, and traditions. You will be able to understand relatively short Associated Press videos using specialized yet accessible vocabulary related to culture in the United States.

Length: 02:57

The Art of American Portraiture 00:23

Overall Objectives	<ul style="list-style-type: none">- Understanding the general sense of a short document about culture in the United States
Targeted Skills	<ul style="list-style-type: none">- Reading- Listening
Lexical Groups	<ul style="list-style-type: none">- Painting- Description of an object- Description and characterization

Mardi Gras and the Float Business in New Orleans 00:22

Overall Objectives	<ul style="list-style-type: none">- Understanding the general sense of a short document about an American tradition
Targeted Skills	<ul style="list-style-type: none">- Reading- Listening
Lexical Groups	<ul style="list-style-type: none">- Art- Description of an object

The Statue of Liberty: A Stirring Symbol 00:22

Overall Objectives	<ul style="list-style-type: none">- Understanding the general sense of a short document about a monument in the United States
Targeted Skills	<ul style="list-style-type: none">- Reading- Listening
Lexical Groups	<ul style="list-style-type: none">- Description and characterization- Intellect- Politics- Behavior & human relations

Guardian Angel of Route 66 00:22

Overall Objectives	<ul style="list-style-type: none">- Understanding the general sense of a short document about the history of the United States
Targeted Skills	<ul style="list-style-type: none">- Reading- Listening
Lexical Groups	<ul style="list-style-type: none">- Road transportation- Character and values- History- Communication

White House Halloween 00:21

- Overall Objectives
- Understanding the general sense of a short document about an American tradition
- Targeted Skills
- Reading
 - Listening
- Lexical Groups
- Food

Memorial to Martin Luther King Jr. 00:23

- Overall Objectives
- Understanding the general sense of a short document about a monument in the United States
- Targeted Skills
- Reading
 - Listening
- Lexical Groups
- Politics
 - History
 - Power
 - Communication
 - Value judgment

Fourth of July Fireworks 00:23

- Overall Objectives
- Understanding the general sense of a short document about an American tradition
- Targeted Skills
- Reading
 - Listening
- Lexical Groups
- Cultural events
 - The business world

Video Lessons: Culture and Society

The Language Program Video Lessons: Culture and Society will enable you to address social and cultural topics. You will be able to understand relatively short, authentic audiovisual aids about subjects such as cultural identity or the evolution of social behaviors using specialized yet accessible vocabulary.
Length: 10:28

Energy Under Control 00:23

- Overall Objectives
- Understanding the general sense of a short document on a social issue
- Lexical Groups
- Intellect (aim, behaviour, to influence, ...)
 - Information & inquiries (consumption, real-time, to monitor, ...)
- Grammar
- Phrasal verb particles

Wetlands Survey 00:23

- Overall Objectives
- Understanding the general sense of a short document on a political issue
- Lexical Groups
- Quantities (abundant, countless, pretty, ...)
 - Relief & landscapes (delta, wetland, plain, ...)
 - Communication (compromise, interface, network, ...)
 - Politics (agenda, power struggle, non-governmental organisation, ...)
- Grammar
- Compound adjectives

A Place for Lessons on Europe in Schools? 00:24

- Overall Objectives
- Understanding the main points in a short document about a political issue
- Lexical Groups
- Advantages and disadvantages (on the one hand, on the other hand, however, ...)
 - Advice and recommendations (should, to need to, to be necessary, ...)
- Grammar
- 'Should' and 'ought to': advice

European Parliament Reviews Deadly Fine Particles 00:23

- Overall Objectives
- Understanding the main points in a short document about a political issue
- Lexical Groups
- Traffic (car sharing, toll, car pool, ...)
 - Public administration (environmental managers, traffic planners, citizens, ...)
 - Instructions and directives (to take action, to run a campaign, to make the effort, ...)
- Grammar
- Construction of the passive

Art Batters Barriers in Cyprus 00:21

- Overall Objectives
- Understanding the main points in a short document about culture
- Lexical Groups
- Literature & theatre (playwright, to mount, troop, ...)
 - Problem explanation (barrier, obstacle, difficulty, ...)
 - Resolution & handling of problems (effort, to overcome, to take on, ...)

EU Invests 14 Million Euros in Fight Against Fat 00:25

- Overall Objectives
- Understanding the main points in a short document about science
- Lexical Groups
- Movement (movement, to sit, to run, ...)
 - Sport (cycling, to run a marathon, active, ...)
- Grammar
- May - Might

Market Driving Europeans out of House and Home 00:27

- Overall Objectives
- Understanding the main points in a short document about the economy
- Lexical Groups
- Property (property, tenant, rent, ...)
 - Household equipment (balcony, carpet, cabinet, ...)
- Grammar
- Prepositions of place
 - Use of the passive

Researchers Aim to Reduce Excessive Urban Noise 00:26

Overall Objectives Understanding the main points in a short document about the economy

- | | |
|----------------|--|
| Lexical Groups | <ul style="list-style-type: none">- Property (property, tenant, rent, ...)- Household equipment (balcony, carpet, cabinet, ...) |
| Grammar | <ul style="list-style-type: none">- Prepositions of place- Use of the passive |

Playing the Game and Learning the Lesson 00:25

Overall Objectives - Understanding the main points in a short document about technology

- | | |
|----------------|---|
| Lexical Groups | <ul style="list-style-type: none">- Students (schoolkid, student, child, ...)- Ergonomics & convenience (multidisciplinary, personalised, unique, ...) |
|----------------|---|

- | | |
|---------|---|
| Grammar | <ul style="list-style-type: none">- Construction of the present conditional |
|---------|---|

Morocco Works to Integrate Its Disabled Citizens 00:24

Overall Objectives - Understanding the main points in a short document about a political issue

- | | |
|----------------|--|
| Lexical Groups | <ul style="list-style-type: none">- Politics (reform, commitment, framework, ...)- Behaviour & human relations (to take into account, to shake up, to escape, ...)- Law & justice (prejudice, right, voice, ...) |
|----------------|--|

Europe's Struggle Against Pesticides 00:22

Overall Objectives - Understanding the main points in a short document about a political issue

- | | |
|----------------|---|
| Lexical Groups | <ul style="list-style-type: none">- How the human body works (genetic, reproductive, immune, ...)- Problems & inconveniences (contaminated, poisonous, dangerous, ...) |
|----------------|---|

- | | |
|---------|--|
| Grammar | <ul style="list-style-type: none">- The present continuous |
|---------|--|

A Hamburger? No Thanks, Pass the Focaccia 00:23

Overall Objectives - Understanding the main points in a short document about culture

- | | |
|----------------|--|
| Lexical Groups | <ul style="list-style-type: none">- Food & drink (ingredient, food, product, ...)- Food (tomato, mushroom, pastry, ...)- Careers in hotels & restaurants (baker, artisan, critic, ...) |
|----------------|--|

- | | |
|---------|--|
| Grammar | <ul style="list-style-type: none">- Irregular comparatives |
|---------|--|

Literary Types Want EU Support 00:23

Overall Objectives - Understanding the main points in a short document about culture

- | | |
|----------------|--|
| Lexical Groups | <ul style="list-style-type: none">- Remuneration (fee, reward, pay, ...)- Careers (job, opportunity, career, ...)- Careers in the book & publishing industry (translator, interpreter, publisher, ...) |
|----------------|--|

- | | |
|---------|---|
| Grammar | <ul style="list-style-type: none">- The simple present and the present continuous |
|---------|---|

Living on the Edge 00:26

- Overall Objectives
- Understanding the main points in a short document about the environment
- Lexical Groups
- Relief & landscapes (cliff, coast, edge, ...)
- Grammar
- Use of the present perfect
 - Irregular verbs

Research into the Effects of Pesticides 00:22

- Overall Objectives
- Understanding the main points in a short document about a political issue
- Lexical Groups
- Health problems & diseases (hyperactivity, disability, symptom, ...)
 - Chemical elements & compounds (solvent, pesticide, substance, ...)
 - Laws and regulations (legislation, policy, report, ...)

Promoting Scottish Identity Through Music 00:28

- Overall Objectives
- Understanding the main points in a short document about culture
- Lexical Groups
- Music (label, album, hit parade, ...)
 - Development and growth (to thrive, to promote, to contribute, ...)
 - Situation assessment (at an all time high, as a whole, at stake, ...)
- Grammar
- Expressions followed by the gerund
 - Too - Too much

Europe's Struggle to Reduce Pollution 00:25

- Overall Objectives
- Understanding the main points in a short document about the environment
- Lexical Groups
- Environment & ecology (emission, pollutant, acid rain, ...)
 - Instruments & units of measurement (control station, reading, register, ...)
- Grammar
- Construction of the past tense

French Middle Class Purchasing Power Blues 00:26

- Overall Objectives
- Understanding the main points in a short document about the economy
- Lexical Groups
- Finance (purchasing power, disposable income, to feel the pinch, ...)
 - Housing (subsidised housing, property prices, practice, ...)
 - Everyday life (saving grace, battle cry, upwardly mobile, ...)
 - Description of results (to shrink, to spread, to soar, ...)
- Grammar
- Use of the present perfect continuous

Improving Food Allergy Diagnosis 00:23

- Overall Objectives
- Understanding the general sense of a short document about health
- Lexical Groups
- Health problems & diseases (allergen, swelling, redness, ...)
 - Description - qualification (harmless, adverse, fatal, ...)
 - Exact & applied science (to break down, to react to, to vary from, ...)
 - Crimes & misdemeanors (threat, trace, culprit, ...)

Teaching Good Habits for Clean Water 00:25

- Overall Objectives
- Understanding the main points in a short document about the environment
- Lexical Groups
- Environment & ecology (to recycle, on tap, waste, ...)
 - Problems & inconveniences (scarce, to pollute, to destroy, ...)
- Grammar
- The impersonal structure

Translation Woes 00:25

- Overall Objectives
- Understanding the main points in a short document about culture
- Lexical Groups
- Remuneration (gross, compensation, commission, ...)
 - Training & knowledge (to encourage, to flourish, to nurture, ...)
 - Information & enquiries (from the horse's mouth, to stress, to insist, ...)
- Grammar
- Construction of the passive

Virtual Assistance for Music Teachers 00:23

- Overall Objectives
- Understanding the main points in a short document about culture
- Lexical Groups
- Music (composer, score, to perform, ...)
 - Education (to evaluate, e-learning, classroom, ...)
- Grammar
- Compound adjectives

Stockholm: Model of Climate-Friendly Innovation 00:22

- Overall Objectives
- Understanding the main points in a short document about the environment
- Lexical Groups
- Environment & ecology (fossil fuels, treatment centre, toilet waste, ...)
 - Project management (pilot project, conviction, scale, ...)
 - Everyday life (to release, to dump, to power, ...)
 - Definition and characterisation (sustainable, self-sufficient, hefty, ...)

A Bright Future for Stained Glass 00:21

- Overall Objectives
- Understanding the main points in a short document about culture
- Lexical Groups
- Composition of an object (structure, thickness, corrosion, ...)
 - Art (conservation, technique, stained glass, ...)
 - Resolution & handling of problems (to investigate, to unveil, to consolidate, ...)
- Grammar
- For - Since - Ago

Humans and Machines Working on Road Safety 00:27

- Overall Objectives
- Understanding the main points in a short document about technology
- Lexical Groups
- Computer equipment (virtual world, simulator, software, ...)
 - Mathematics (to analyse, to go over, to assess, ...)
 - Mechanics (specific, sophisticated, tailored, ...)
- Grammar
- Dependent clauses with 'that'
 - When 'that' may be left out

New Frontiers in Imaging the Human Body 00:25

- Overall Objectives
- Understanding the main points in a short document about technology
- Lexical Groups
- Medicine (ventricle, valve, chronic, ...)
 - Resolution & handling of problems (to tackle, to proceed, to prevent, ...)
- Grammar
- Means with 'by'
 - Use of the passive

Video Lessons: Space

The Language Program Video Lessons: Space will enable you to address topics related to space. You will be able to understand relatively short, authentic audiovisual aids about subjects such as space research, satellites, or planets using specialized yet accessible vocabulary.

Length: 12:16

Space Medicine on Earth 00:24

- Overall Objectives
- Understanding the general sense of a short document about health
- Lexical Groups
- Scientific research (faculty, mechanism, diagnosis, ...)
 - Work tools & machines (miniaturisation, robotics, imagery, ...)
 - The nervous system (otolith, neurosensory, regulation, ...)

Science and Science Fiction 00:21

- Overall Objectives
- Understanding the general sense of a short document about aerospace
- Lexical Groups
- Intellect (to extrapolate, to overlook, to assume, ...)
 - Probability and potential (plausible, fictional, realistic, ...)

The Rosetta Odyssey 00:24

- Overall Objectives
- Understanding the general sense of a short document about aerospace
- Lexical Groups
- Speed ((to accelerate, to sling, velocity, ...)
 - Composition of an object ((composition, density, to form, ...)
- Grammar
- For - Since - Ago
 - Expressions with the present perfect

Saturnian Secrets 00:24

- Overall Objectives
- Understanding the general sense of a short document about aerospace
- Lexical Groups
- Chemistry (methane, ammonia, vapour, ...)
 - Description - qualification (intense, complex, fascinating, ...)
 - Information & inquiries (ultimately, to find out, implication, ...)
- Grammar
- Phrasal verb particles

Searching for Exoplanets 00:23

- Overall Objectives
- Understanding the general sense of a short document about aerospace
- Lexical Groups
- Intellect (preoccupied, suspected, compared, ...)
 - Astronomy (exoplanet, galaxy, constellation, ...)
- Grammar
- For - Since - Ago

Successful Launches Are a Team Effort 00:20

- Overall Objectives
- Understanding the general sense of a short document about aerospace
- Lexical Groups
- Work tools & machines (stage, launcher, components, ...)
 - Risks (reliability, defect, quality control, ...)
 - Project brainstorming (to coordinate, to put together, to orchestrate, ...)

Searching for the Origins 00:22

- Overall Objectives
- Understanding the general sense of a short document about aerospace
- Lexical Groups
- Astronomy (clusters, filaments, network, ...)
 - Progression (evolution, formation, fossil, ...)

Unveiling the Universe 00:23

- Overall Objectives
- Understanding the general sense of a short document about aerospace
- Lexical Groups
- Physics (infrared, radiation, wavelength, ...)
 - Value judgment (marvel, faint, nuisance, ...)
- Grammar
- Phrasal verb particles

Smaller Countries Compete in Space 00:25

- Overall Objectives
- Understanding the main points in a short document about space
- Lexical Groups
- IT (software, hardware, system, ...)
 - Secondary sector (Space industry, aeronautics industry, telecommunications, ...)
- Grammar
- Adjectives ending in -ing
 - Comparing equals

Hubble: Looking for Answers 00:25

- Overall Objectives
- Understanding the main points in a short document about space
- Lexical Groups
- Situation in time (since, from that moment, first, ...)
 - Astronomy equipment (telescope, instrument, mirror, ...)
 - Value judgement (productive, complex, crucial, ...)
- Grammar
- Prepositions of time
 - Past perfect

The Importance of Good Food While Living in Space 00:27

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the main points in a short document about space |
| Lexical Groups | - Description of an object (tasty, scrambled, freeze-dried, ...)
- Resolution & handling of problems (to work on, to work out, to fit in, ...) |
| Grammar | - Use of the past participle as an adjective
- Infinitive clause |

Back to the Moon and Plans to Travel to Mars 00:23

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the main points in a short document about space |
| Lexical Groups | - Social sciences (society, industry, private sector, ...)
- Reflection and plans (endeavour, to accomplish, challenge, ...)
- Development and growth (cornerstone, development, large scale, ...) |
| Grammar | - Also - As well - Too |

Back to the Moon and Plans to Travel to Mars 00:23

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the main points in a short document about space |
| Lexical Groups | - Social sciences (society, industry, private sector, ...)
- Reflection and plans (endeavour, to accomplish, challenge, ...)
- Development and growth (cornerstone, development, large scale, ...) |
| Grammar | - Also - As well - Too |

ISS Deliveries Soon to be Automatic 00:27

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the main points in a short document about space |
| Lexical Groups | - Toiletries & hair products (toiletries, comb, brush, ...)
- Tertiary sector (supply, to restock, cargo, ...) |
| Grammar | - Different meanings of 'all'
- Also - As well - Too |

Sputnik: the Satellite That Started the Space Race 00:25

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the main points in a short document about Space |
| Lexical Groups | - Aerospace industry (rocket, blast-off, satellite, ...)
- Feelings (stress, fear, joy, ...) |
| Grammar | - Different meanings of 'all'
- Also - As well - Too |

Preparing the Way for a Mission to Mars 00:23

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the main points in a short document about Space |
| Lexical Groups | - Distance (short, to cover, distance, ...)
- Description of time (to spend, delay, year, ...)
- Problems & inconveniences (boredom, tension, problem, ...) |
| Grammar | - Construction of the passive |

Helping Space Students Reach for the Stars 00:23

- Overall Objectives
- Understanding the main points in a short document about Space
- Lexical Groups
- Instruments & units of measurement (year, kilo, centimetre, ...)
 - Aerospace industry (satellite, astronaut, star, ...)
 - Environment & ecology (environment, atmosphere, ozone layer, ...)
- Grammar
- The prepositions 'in' and 'at'

The Tale of the Man -made Debris Circling the Earth 00:25

- Overall Objectives
- Understanding the main points in a short document about space
- Lexical Groups
- Description of an object (mass, velocity, diameter, ...)
 - Appearance of an object (solid, sphere, block, ...)
 - Cause & effect (If you do this, then this tiny object here will cause such a crater., ...)
- Grammar
- Compound adjectives

Did Comets Start Life on Earth? 00:23

- Overall Objectives
- Understanding the main points in a short document about space
- Lexical Groups
- Chemical elements & compounds (nitrogen, hydrogen, oxygen, ...)
 - Solar system (asteroid, comet, crater, ...)
- Grammar
- The future

GPS Systems Uncover Mysteries of Time and Light 00:24

- Overall Objectives
- Understanding the main points in a short document about space
- Lexical Groups
- Mathematical operations (to calculate, to quantify, to correct, ...)
- Grammar
- Also - As well - Too

SMOS - the Satellite for Water and Salt 00:23

- Overall Objectives
- Understanding the main points in a short document about space
- Lexical Groups
- The solar system (planet, globe, Earth, ...)
 - Meteorology (climate, weather, precipitation, ...)
 - Rivers, seas, & oceans (ocean, sea, current, ...)
- Grammar
- Relative pronouns and adverbs

ESA Head of Science sets out Cosmic Vision Goals 00:26

- Overall Objectives
- Understanding the main points in a short document about space
- Lexical Groups
- The business world (goal, purpose, proposal, ...)
 - Project management (to involve, to tackle, to rely on, ...)
 - Everyday life (to make the cut, to come up with, to split into, ...)

Project Mars: ESA's Role in Space Exploration 00:26

- Overall Objectives
- Understanding the main points in a short document about space
- Lexical Groups
- Corporate life (to assert, to retain, to address, ...)
 - Everyday life (to be on an equal footing, to foot the bill, to set foot on, ...)
 - Reflection and plans (underway, worthwhile, potential, ...)
- Grammar
- Construction of the passive

All Aboard the Mars Express 00:28

- Overall Objectives
- Understanding the main points in a short document about space
- Lexical Groups
- Description of an object (fascinating, mysterious, harsh, ...)
 - Value judgement (fundamental, average, obvious, ...)
- Grammar
- Use of the present perfect continuous

Studying the Sea from Space 00:23

- Overall Objectives
- Understanding the main points in a short document about science
- Lexical Groups
- - Rivers, seas & oceans (salinity, circulation, current, ...)
 - - Meteorology (forecast, phenomenon, drought, ...)
 - - Health problems & diseases (ailing, heal, to suffer, ...)

One Hundred Days of Solitude 00:24

- Overall Objectives
- Understanding the general sense of a short document about health
- Lexical Groups
- Scientific research (surveillance, findings, feedback, ...)
 - A person's physical & mental state (solitude, readiness, monotonous, ...)
 - Social life (volunteer, crew, to man, ...)
- Grammar
- Which - What

A Pocket-sized Ecosystem 00:23

- Overall Objectives
- Understanding the main points in a short document about space
- Lexical Groups
- Careers in the aerospace industry (astronaut, crew, scientist, ...)
 - Biology (ecosystem, provisions, metabolism, ...)
- Grammar
- Construction of the present perfect continuous

Space, Defence and Security 00:22

- Overall Objectives
- Understanding the main points in a short document about technology
- Lexical Groups
- Security & defence (vigilant, to scan, detection, ...)
 - Reflection and plans (outset, to conceive, to join forces, ...)
 - Risks (hazard, risky, harmful, ...)

Methane on Mars 00:23

- Overall Objectives
- Understanding the main points in a short document about space
- Lexical Groups
- Chemistry (methane, organic, composition, ...)
 - Situation of something in space (internal, in situ, atmosphere, ...)
 - Probability & potential (feasibility, capability, activity, ...)
- Grammar
- Also - As well - Too

Destination Moon, 1969 to Today 00:25

- Overall Objectives
- Understanding the main points in a short document about space
- Lexical Groups
- Evolution (impact, to form, to head, ...)
 - Audiovisual & radio broadcasting (to copy, glued to, black and white, ...)

The Making of an Astronaut 00:23

- Overall Objectives
- Understanding the main points in a short document about space
- Lexical Groups
- Value judgement (breathtaking, terrifying, sharp, ...)
 - Description of a person (willing, aware, vulnerable, ...)
 - Character & values (audacity, determination, stability, ...)

Mars-500: The Ultimate Challenge 00:24

- Overall Objectives
- Understanding the main points in a short document about space
- Lexical Groups
- Scientific research (stimuli, depression, deprivation, ...)
- Grammar
- Construction of the present perfect continuous

Video Lessons: Politics and the Economy

The Language Program Video Lessons: Politics and the Economy will enable you to address political and socioeconomic topics. You will be able to understand relatively short, authentic audiovisual aids about subjects such as political and economic issues and globalization using specialized yet accessible vocabulary.

Length: 08:52

Monaco: Small Country, Big Image 00:23

- Overall Objectives
- Understanding the general sense of a short document on the economy
- Lexical Groups
- Value judgment (testimony, legacy, tribute, ...)
 - Political regimes and parties (aristocrat, principality, throne, ...)
 - Finance (to generate, revenue, to thrive, ...)
- Grammar
- Construction of the present perfect continuous

Shareholding in a Globalised Economy 1 00:25

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the main points in a short document about the economy |
| Lexical Groups | - Finance (to save, to earn, income, ...)
- Problem explanation (to go wrong, mismanagement, to collapse, ...) |
| Grammar | - Can - Could - Be able to
- Relative pronouns and adverbs |

Fishermen Call on EU to Safeguard Their Future 00:26

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the main points in a short document about the economy |
| Lexical Groups | - Finance (income, financial, funds, ...)
- Situation assessment (threatened, shocking, unimaginable, ...)
- Problem explanation (useless, waste, hurdle, ...) |
| Grammar | - Expressions with the present perfect
- Use of the passive |

Shareholding in a Globalised Economy 2 00:24

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the main points in a short document about the economy |
| Lexical Groups | - Value judgement (problematic, successful, key, ...)
- Stock exchange (exchange rate, volatility, currency, ...)
- Trade (consumer, goods, globalisation, ...) |

Nuclear Energy Back on UK's Political Agenda 00:25

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the main points in a short document about the economy |
| Lexical Groups | - Forms of energy (nuclear reactor, natural gas, oil, ...)
- Finance (taxpayer, cost, estimate, ...) |
| Grammar | - Must - Have (got) to |

How the European Parliament Came to Be 00:27

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the main points in a short document about a political issue |
| Lexical Groups | - Problems & inconveniences (conflict, trigger, tension, ...)
- Resolution & handling of problems (solution, negotiation, treaty, ...) |
| Grammar | - Definite article with geographical names
- Relative pronouns and adverbs |

Nuclear Energy: Friend or Foe to the Environment? 00:23

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the main points in a debate on a political issue |
| Lexical Groups | - Primary sector (gas, petrol, radioactive, ...)
- Environment & ecology (climate, global warming, ecology, ...)
- Description of an object (clean, dirty, dangerous, ...) |
| Grammar | - Similarity: 'like' and 'as' |

Europe Ponders Growth Versus Climate Change 00:24

- Overall Objectives
- Understanding the main points in a short document about a political issue
- Lexical Groups
- Means of transport (bicycle, limousine, aviation, ...)
 - Public administration (policy, deputy, European Commission, ...)
 - Forms of energy (coal, energy, fuel, ...)
 - Development and growth (flourish, prosper, improve, ...)
- Grammar
- Irregular comparatives

From Seagull Road to EU Integrated Maritime Policy 00:23

- Overall Objectives
- Understanding the main points in a short document about the economy
- Lexical Groups
- Prices & payments (funds, price tag, money, ...)
 - Industry (to build, to downsize, to develop, ...)

CARS 21 Reports on the Future of European Cars 00:24

- Overall Objectives
- Understanding the main points in a short document about the economy
- Lexical Groups
- Companies (sacking, concession, competition, ...)
 - Value judgement (unrealistic, broad, powerful, ...)
 - Corporate strategy (to be at stake, to lack, to adapt, ...)
 - Reflection and plans (to keep abreast of, to report (on), to aim (at), ...)

China in Africa – What Does the EU Think? 00:24

- Overall Objectives
- Understanding the main points in a debate on a political issue
- Lexical Groups
- Geography (continent, world, country, ...)
 - Politics (presence, monopoly, security, ...)
- Grammar
- Nouns and adjectives of nationality

Spain: Housing Boom, or Bust? 00:24

- Overall Objectives
- Understanding the main points in a short document about the economy
- Lexical Groups
- Banking (mortgage, rent, loan, ...)
 - Prices & payments (to afford, to earn, to cover, ...)
 - Description - qualification (overjoyed, stuck, brisk, ...)
- Grammar
- Construction of compound nouns

Bittersweet Take on Belgian ID Crisis 00:22

- Overall Objectives
- Understanding the main points in a short document about a political issue
- Lexical Groups
- Literature & theatre (stage name, comedian, character, ...)

The Success Story of North-East Italy's SMEs 00:26

- Overall Objectives
- Understanding the main points in a short document about the economy
- Lexical Groups
- Problem explanation (to fold like cards, to wipe out, to emerge, ...)
 - Advantages and disadvantages (strength, wealth, success, ...)
 - Resolution & handling of problems (to reverse, to define, to realise, ...)
- Grammar
- Emphatic 'do'

European Common Agricultural Policy Re-examined 00:23

- Overall Objectives
- Understanding the main points in a short document about the environment
- Lexical Groups
- Politics (ally, subsidy, blame, ...)
 - Habits & tendencies (to follow in sb's footsteps, to waste, to decline, ...)
 - Resolution & handling of problems (to combat, to halt, to ensure, ...)

Fishing for Tomorrow 00:28

- Overall Objectives
- Understanding the main points in a short document about the environment
- Lexical Groups
- Description of time (age -old, mature, immature, ...)
 - Exact & applied science (extent, outcome, sample, ...)
 - Scientific research (to estimate, to weigh, to claim, ...)
 - Agriculture, fishing and livestock farming (to land a catch, to lay eggs, to bring ashore, ...)
- Grammar
- The expression 'used to'
 - The place of 'enough'

Construction Workers Close to Blows 00:27

- Overall Objectives
- Understanding the general sense of a short document on a social issue
- Lexical Groups
- Construction industry (building site, labourers, vanload, ...)
 - The business world (social benefits, unemployment, unions, ...)
 - Situation assessment (to flourish, to top, to be close to blows, ...)
- Grammar
- The past continuous

The Space Business 00:22

- Overall Objectives
- Understanding the main points in a short document about the economy
- Lexical Groups
- Economics (sector, public, ownership, ...)
 - Negotiation (to cooperate, partnership, to share, ...)
 - Definition and characterisation (justifiable, strategic, strong, ...)
 - Development and growth (constant, flat, to lag behind, ...)

Brazilians in Portugal 00:24

- Overall Objectives
- Understanding the main points in a short document about immigration/emigration processes
- Lexical Groups
- Public administration (immigrant, authorities, red tape, ...)
 - Economics (manpower, labour, sector, ...)
 - Countries (rural, inland, municipality, ...)
- Grammar
- Uncountable nouns which may take 'a'

The Textile Industry in Greece 00:23

- Overall Objectives
- Understanding the main points in a short document about the economy
- Lexical Groups
- Reasoning (mindset, to rely on, to support, ...)
 - The business world (jobless, to employ, pension, ...)
 - Finance (prospect, to invest, to globalise, ...)

Air Passengers' Rights

00:23

Overall Objectives

- Understanding the main points in a short document about a legal issue

Lexical Groups

- Air traffic (airline, flight, passenger, ...)
- Commitment & responsibility (to wriggle out of, to pass off, compensation, ...)
- Situation assessment (wrecked, high and dry, enormous, ...)

Grammar

- Different meanings of 'since'

Video Lessons: Science

The Language Program Video Lessons: Science will enable you to address topics related to scientific advances. You will be able to understand relatively short, authentic audiovisual aids about subjects such as the day -to -day use of new technologies and computers using specialized yet accessible vocabulary.

Length: 19:27

Tuna Farms 00:21

Overall Objectives

- Understanding the general sense of a short document about science

Lexical Groups

- Agriculture, fishing, & livestock farming (captivity, harvesting, farming, ...)
- Animal life (to reproduce, egg, larva, ...)
- Resolution & handling of problems (hurdle, challenge, to achieve, ...)

Heart Modelling 00:21

Overall Objectives

- Understanding the general sense of a short document about health

Lexical Groups

- Art (to model, blueprint, simulation, ...)
- Project brainstorming (mechanism, prognostic, trial and error, ...)
- Assessment of a situation (complex, complicated, substantially, ...)

Grammar

- Construction of the passive

Mechatronic Shoes 00:21

Overall Objectives

- Understanding the general sense of a short document about technology

Lexical Groups

- Development & expansion (to elaborate, to customise, to carry out, ...)
- Project brainstorming (strategies, given, obstacles, ...)

In Touch with Robots 00:24

Overall Objectives

- Understanding the general sense of a short document about technology

Lexical Groups

- Behavior & human relations (to grasp, to take hold of, to crush, ...)
- Social life (companion, consortium, to interact, ...)
- Intellect (cognitive, therapeutic, to get a grip, ...)

Grammar

- Compound adjectives

The Decline of European Eels

00:25

- Overall Objectives
- Understanding the general sense of a short document on the environment
- Lexical Groups
- Progression (in waves, peak, to thin out, ...)
 - Assessment of a situation (eerie, mysterious, alarming, ...)
- Grammar
- Definite article with geographical names

Navigation by Satellite

00:24

- Overall Objectives
- Understanding the general sense of a short document about technology
- Lexical Groups
- Description of a position (altitude, terrestrial, navigation, ...)
 - Criteria to measure the quality of a service (precision, integrity, sensitive, ...)
- Grammar
- Use of the passive

MUSIC Software

00:20

- Overall Objectives
- Understanding the general sense of a short document about technology
- Lexical Groups
- Description of space (surroundings, ubiquitous, geopositioning, ...)
 - Computer equipment (smartphone, server, platform, ...)

The Photovoltaic Oasis

00:26

- Overall Objectives
- Understanding the general sense of a short document on the environment
- Lexical Groups
- Types of energy (current, to recharge, to power, ...)
 - Natural resources (to desalinate, to irrigate, oasis, ...)
- Grammar
- Construction of the present perfect
 - Use of the present perfect

Research to Protect Deep-Sea Corals

00:31

- Overall Objectives
- Understanding the main points in a short document about science
- Lexical Groups
- Biology (biological, to reproduce, clonality, ...)
 - Scientific research (research, laboratory, genetic analysis, ...)
 - Definition and characterisation (vital, threatening, dangerous, ...)
- Grammar
- Use of the present perfect
 - The present continuous
 - Construction of the passive
 - The future

Women in the World of Science 1

00:27

- Overall Objectives
- Understanding the main points in a short document about science
- Lexical Groups
- Careers in natural sciences (to explore, to experiment, to regenerate, ...)
 - Cause & effect (in order to, in order that, so that, ...)
- Grammar
- Verbs introducing a second action
 - Verbs expressing a wish to act

When Nanotechnology Invades, but by Invitation 00:27

- Overall Objectives
- Understanding the main points in a short document about science
- Lexical Groups
- Scientific research (to exploit, to detect, to develop, ...)
 - Medicine (molecule, antibody, cell, ...)
- Grammar
- Means with 'by'
 - Regular comparatives

The Next Generation of Compatible Software 00:27

- Overall Objectives
- Understanding the main points in a short document about technology
- Lexical Groups
- Mechanics (weld, crane, sensor, ...)
 - Resolution & handling of problems (to malfunction, glitch, to challenge, ...)
- Grammar
- Construction of the passive
 - Adverbs of time

Textiles of the Future in Futuris 00:23

- Overall Objectives
- Understanding the main points in a short document about science
- Lexical Groups
- Description of an object (resistant, absorbent, impermeable, ...)
 - Human body (perspiration, heartbeat, breathing, ...)
 - Definition and characterisation (to enable, to allow, to be conceived for, ...)
- Grammar
- The verb 'to have (got)'

Volcanic Mounds on the Ocean Bed 00:30

- Overall Objectives
- Understanding the main points in a short document about science
- Lexical Groups
- The business world (scientist, geophysicist, colleague, ...)
 - Geology (mud, fluid, sediment, ...)
 - Scientific research (to discover, research, observation, ...)
- Grammar
- The simple present and the present continuous
 - Regular comparatives

Women in the World of Science 2 00:29

- Overall Objectives
- Understanding the main points in a short document about science
- Lexical Groups
- The business world (career, managerial, responsibility, ...)
 - Family & entourage (partner, to raise, youngster, ...)
- Grammar
- The simple present and the present continuous
 - Construction of the present perfect
 - Use of the present perfect

Rehabilitation Robots

00:23

- Overall Objectives
- Understanding the main points in a short document about science
- Lexical Groups
- Human body (neural network, cerebral signal, brain, ...)
 - Scientific research (helmet, gel, electrode, ...)
 - Thought (to tap into, to interpret, to develop, ...)
- Grammar
- Relative pronouns and adverbs

Planck - The Time Machine

00:27

- Overall Objectives
- Understanding the main points in a short document about space
- Lexical Groups
- Physics (radiation, heat, wavelength, ...)
 - Astronomy (universe, celestial body, satellite, ...)
- Grammar
- Contraction of 'to be'
 - For - Since - Ago

The Robots Which Walk and Think for Themselves

00:24

- Overall Objectives
- Understanding the main points in a short document about technology
- Lexical Groups
- Mechanics (robot, prototype, machine, ...)
 - Human body (head, leg, foot, ...)
- Grammar
- Prepositions of place

Research to Make Forecasts More Accurate

00:24

- Overall Objectives
- Understanding the main points in a short document about science
- Lexical Groups
- Meteorology (forecast, storm, weather, ...)
 - Scientific research (researcher, simulation, data, ...)
 - Definition and characterisation (severe, different, dramatic, ...)
- Grammar
- Past perfect

Arctic Research Looks for Clues to Global Warming

00:25

- Overall Objectives
- Understanding the main points in a short document about science
- Lexical Groups
- Animal habitats (habitat, environment, Arctic, ...)
 - Relief & landscapes (glacier, coastline, fjord, ...)
 - Animal life (to live, to feed, to give birth, ...)
 - Resolution & handling of problems (to adapt, to change, to manage, ...)
- Grammar
- The present continuous

Understanding Evolution by Cruising the Volga

00:25

- Overall Objectives
- Understanding the main points in a short document about science
- Lexical Groups
- Species (fish, parasite, mollusc, ...)
 - Divisions of time (year, decade, century, ...)
- Grammar
- Construction of the present perfect continuous

Conversing with Computers 00:27

- Overall Objectives
- Understanding the main points in a short document about technology
- Lexical Groups
- Value judgement (cheap, expensive, reasonably priced, ...)
 - Speaking (react, talk, interact, ...)
- Grammar
- Demonstratives
 - Interrogative words

Sea Ice - Satellites Monitor Change 00:24

- Overall Objectives
- Understanding the main points in a short document about science
- Lexical Groups
- Sport (to drive back, to beat sb to sth, to battle (against), ...)
 - Key figures in history (adventurer, hero, victim, ...)
 - Meteorology (to melt, frozen, to be fuelled by, ...)
- Grammar
- Sequence of tenses with 'if'

Saving Cultural Heritage from Mother Nature 00:23

- Overall Objectives
- Understanding the main points in a short document about technology
- Lexical Groups
- Material (wood, iron, lead, ...)
 - Musical material (keyboard, pipe, belly, ...)
 - Music (piece, instrument, music, ...)
- Grammar
- For - Since - Ago

European Digital Library to Contain All Knowledge 00:27

- Overall Objectives
- Understanding the main points in a short document about technology
- Lexical Groups
- Book & publishing industry (binding, page, book, ...)
 - Divisions of time (day, minute, week, ...)
- Grammar
- The possessive
 - Prepositions of place

RFID and Healthcare: the Revolutionary Friendship 00:23

- Overall Objectives
- Understanding the main points in a short document about science
- Lexical Groups
- Medicine (cell, tumour, specimen, ...)
 - Treatment, care & medical procedures (patient, therapy, treatment, ...)

Unveiling the Mysteries of Sleep 00:24

- Overall Objectives
- Understanding the main points in a short document about science
- Lexical Groups
- Thought (record, discover, analyse, ...)
 - Divisions of time (night, day, hour, ...)
 - Scientific research (volunteer, lab, experiment, ...)
- Grammar
- Construction of the passive

Number of Alzheimer's Patients Set to Increase 00:24

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the main points in a short document about science |
| Lexical Groups | - Intellect (mind, memory, brain, ...)
- Health problems & diseases (disease, condition, atrophy, ...) |
| Grammar | - Reflexive pronouns |

Getting to the Bottom of Africa's Carbon Figures 00:23

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the main points in a short document about science |
| Lexical Groups | - Trees & shrubs (root, foliage, bark, ...)
- Exact & applied science (to measure, to weigh, to absorb, ...)
- Scientific research (sample, element, researcher, ...)
- Chemistry (polluter, organic matter, carbon, ...) |

Designing Europe's Train of the Future 00:24

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the main points in a short document about technology |
| Lexical Groups | - Description of an object (spacious, tactile, the other way round, ...)
- Vehicle parts (accelerator, brake, button, ...)
- Description of a person (passenger, wheelchair user, driver, ...)
- Behaviour & human relations (to cope, to start from scratch, to manoeuvre, ...) |

European Initiative Spearheads Medical Advances 00:24

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the main points in a short document about technology |
| Lexical Groups | - Medical equipment (implant, electrode, monitor, ...) |
| Grammar | - Construction of the passive |

Crusts, Crumbs and Chromatography 00:24

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the main points in a short document about science |
| Lexical Groups | - Scientific research (experiment, guinea pig, researcher, ...) |
| Grammar | - Irregular comparatives |

Preserving Europe's Bells 00:25

- | | |
|--------------------|--|
| Overall Objectives | - Understanding the main points in a short document about technology |
| Lexical Groups | - Sound (sound wave, diapason, tone, ...)
- Architecture (preserve, restore, heritage, ...) |
| Grammar | - Relative pronouns and adverbs |

Snow Scientists Research Falling Mercury 00:24

- | | |
|--------------------|---|
| Overall Objectives | - Understanding the main points in a short document about science |
| Lexical Groups | - Evolution (change, transform, become, ...)
- Environment & ecology (food chain, predator, bioaccumulable, ...) |
| Grammar | - The more . . . the more |

Development in the Research of Rare Diseases 00:26

- Overall Objectives
- Understanding the main points in a short document about science
- Lexical Groups
- Medical fields (patient care, pre-clinical study, public awareness, ...)
 - Medicine (health authorities, support groups, drug companies, ...)
 - Treatment, care & medical procedures (diagnosis, treatment, cure, ...)
 - Description of an object (encouraging, inherited, faulty, ...)
- Grammar
- Means with 'by'

Europe Grooms Its New Generation of Scientists 00:24

- Overall Objectives
- Understanding the main points in a short document about the environment
- Lexical Groups
- Environment & ecology (wastewater, resource, field trip, ...)
 - Natural sciences (harmful, polluted, hands-on, ...)
 - Chemistry (to preserve, to treat, to filter, ...)
 - Plant kingdom (roots, pond, willow, ...)

Technology That Will Soon Be Ready-To-Wear 00:24

- Overall Objectives
- Understanding the main points in a short document about technology
- Lexical Groups
- Human body (sweat, physio, saltiness, ...)
 - How the human body works (to age, to excrete, to exercise, ...)
 - Information & enquiries (to complement, to track, to reveal, ...)
 - Definition and characterisation (wireless, wearable, faint, ...)

Exploring Deep Water Corals 00:23

- Overall Objectives
- Understanding the main points in a short document about science
- Lexical Groups
- Rivers, seas & oceans (gulf, stream, to flow, ...)
 - Movement (to draw, to cover, to shoot, ...)
- Grammar
- Definite article with geographical names

Energy from the Sea 00:24

- Overall Objectives
- Understanding the main points in a short document about the environment
- Lexical Groups
- Geography (conservation, footprint, turbine, ...)

Dust Chasers Study Aral Sea Dust Storms 00:25

- Overall Objectives
- Understanding the main points in a short document about the environment
- Lexical Groups
- Composition of an object (make-up, particle, compound, ...)
 - Thought (scrutiny, consequence, hypothesis, ...)
- Grammar
- Definite article with geographical names

High-tech Textiles for a Material World 00:23

- Overall Objectives
- Understanding the main points in a short document about technology
- Lexical Groups
- Material (material, fibre, cable, ...)
 - Scientific research (to detect, to monitor, to assess, ...)
 - Risks (load, severe, damage, ...)
- Grammar
- Compound adjectives

Listening to the Deep 00:25

- Overall Objectives
- Understanding the main points in a short document about the environment
- Lexical Groups
- Animal habitats (ecosystem, surroundings, equilibrium, ...)
 - Problem explanation (to incapacitate, to determine, condition, ...)
 - Warnings (threat, to prevent, to contaminate, ...)
- Grammar
- Use of the past participle as an adjective

Climate Change 00:25

- Overall Objectives
- Understanding the main points in a short document about the environment
- Lexical Groups
- Environment & ecology (climate change, greenhouse gas, to warm up, ...)
- Grammar
- Verbs expressing a wish to act

Virtual Reality 00:23

- Overall Objectives
- Understanding the main points in a short document about technology
- Lexical Groups
- Mathematics (random, scale, sequence, ...)
 - IT (icon, interface, virtual, ...)
 - Forms of energy (current, device, electrode, ...)
- Grammar
- Expressing percentages

Advancing on Hydrogen 00:25

- Overall Objectives
- Understanding the main points in a short document about technology
- Lexical Groups
- Technical aspects (fuel cell, canister, wheelchair, ...)
 - Value judgement (futuristic, innovative, conventional, ...)
 - Reflection and plans (prototype, framework, viability, ...)
- Grammar
- Use and omission of 'the'

Multiple Hopes for Multiple Sclerosis 00:22

- Overall Objectives
- Understanding the general sense of a short document about health
- Lexical Groups
- Health problems & diseases (multiple sclerosis, disability, disease, ...)
 - Biology (nerve, spinal cord, lesion, ...)
 - Cause & effect (to affect, to result, to spark, ...)

Biofuels: The Cellulose Barrier 00:22

Overall Objectives - Understanding the main points in a short document about the environment

Lexical Groups - Chemical elements & compounds (enzyme, ethanol, mineral, ...)
- Chemical reactions (to yield, to concentrate, fermentation, ...)
- Biology (poplar, biomass, greenhouse, ...)
- Environment & ecology (congested, polluted, widespread, ...)

Cultural Heritage: A New Dimension 00:25

Overall Objectives - Understanding the main points in a short document about technology

Lexical Groups - - Art (artefact, workshop, detail, ...)
- - Scientific research (to classify, to compare, to restore, ...)
- - IT (to digitalise, to capture, to photograph, ...)

Grammar - Phrasal verb particles