

▶▶▶ Reflex'English Business first (A2/B1)

Objectifs pédagogiques

Reflex'English Business First est une méthode interactive d'anglais des affaires qui s'adresse aux apprenants désirant faire leurs premiers pas dans la communication en anglais des affaires.

Le cours est composé de 2 parties, de niveau débutant à intermédiaire. Chaque leçon est organisée autour d'un sujet à étudier qui permet de réviser le vocabulaire, les fonctions et les spécificités linguistiques.

Parmi les sujets traités dans ce cours d'anglais des affaires :

Réunion - Téléphone - Accueil - Correspondance écrite - Informatique - Métiers - Négociation - Rapports - Compréhension de documents spécifiques...

Compétences langagières - comprendre et s'exprimer en anglais des affaires

Compréhension écrite – Textes

Des activités basées sur des textes en anglais (nouvelles, histoires courtes, mails, lettres, articles de presse) permettent d'améliorer la compréhension écrite de la langue.

Compréhension orale - Enregistrements sonores

De nombreux enregistrements audio (dialogues, programmes radio, conversations téléphoniques, histoires courtes) permettent une immersion rapide dans la langue anglaise.

Compréhension orale – Animations

Les animations, mettant en scène des situations courantes dans l'entreprise, servent de prétexte pour présenter les différentes fonctions de la langue anglaise (grammaire et vocabulaire).

Spécificités du langage en anglais des affaires

Des recommandations pratiques par rapport aux spécificités du langage en anglais dans le cadre professionnel sont largement développées : comment écrire un rapport, organiser une réunion, répondre au téléphone...

Temps moyen de formation

15 heures

Niveau de granularisation

19 modules répartis en 2 unités

Pré requis technique

- Navigateur web : Edge, Chrome, Firefox, Safari, Edge, Android, iOS
- Système d'exploitation : Mac, Windows, Android, iOS



Reflex' English Business First
Lesson 6 - Applying for a job 1 / 14 ▶

Lesson 6
Applying for a job

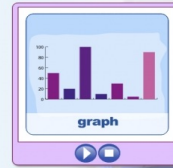
Vocabulary	Reading	Comprehension	Listening
Talking about jobs Job description	Writing a CV	Useful expressions Letter of application	Listening to specific information

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Reflex' English Business First
Lesson 3 - Presentations and meetings ◀ 2 / 11 ▶

A | Watch and learn the new vocabulary.



graph

Words

- flipchart
- graph
- transparency
- overhead projector
- videoprojector
- computer-aided presentation
- marker (pen)
- white board
- microphone (mike)

COMMET FORMATION

▶▶▶ *Détail formation : Reflex'English Business first (A2/B1)*

Lesson 01 - Nice to meet you

Vocabulary: Structure of a company
Listening: Introducing yourself Greeting / Asking for information / Giving information / Coping with directions
Comprehension: At the reception

Lesson 02 - On the phone

Vocabulary: Telephone / Giving /asking for information / Using the phone
Listening: Listening for specific information

Lesson 03 - Presentations and meetings

Vocabulary: Presentations Meetings
Reading: Making a presentation Taking part in a meeting / Understanding and intervening
 Illustrating

Lesson 04 - Computer

Vocabulary: Computers / Words connected with Internet, computers and NTIC
Listening: Listening for specific information / Understanding and analysing information

Lesson 05 - E-mails, letters and faxes

Vocabulary: E-mail, letter and fax phrases
Reading: E-mail, letter and fax Useful expressions / Writing and sending an e-mail Writing a letter, a fax

Lesson 06 - Applying for a job

Vocabulary: Talking about jobs Job description
Writing: Writing a CV
Reading: Useful expressions Letter of application
Listening: Listening for specific information

Lesson 07 - Test Part 1

Vocabulary: Welcome / Phone /Meeting / Computer / Business letter / Jobs

Lesson 08 - Welcome

Reading: Meeting / Greeting and introducing / Asking and giving directions
Vocabulary: Company structure / Finding your way around the office
Listening: Listening for specific information

Lesson 09 - Could I speak to...?

Vocabulary: Getting through / Calling back later / Taking or leaving a message / Coping on the phone
Listening: Listening for specific information

Lesson 10 - Chairing a meeting

Vocabulary: Meetings
Reading: Preparing a meeting Chairing a meeting

Lesson 11 - Attending a meeting

Vocabulary: Presentations Audio-visual aid / Meetings
Reading: Expressions for effective meetings / Taking part in a meeting /Understanding and intervening

Lesson 12 - About negotiating

Reading: Proposing Arguing / Taking a decision, reaching an agreement, convincing
Vocabulary: Negotiation idioms
Listening: Listening for specific information / Active listening to others

Lesson 13 - Business letter

Vocabulary: Email / Email phrases
Reading: Business letter
Writing: Opening and closing lines in a business letter

Lesson 14 - Reporting

Reading and writing: Memos Official reports / Meeting reports
Vocabulary: Reports
Speaking: Useful expressions

▶▶ **Détail formation : Reflex'English Business first (A2/B1)**

Lesson 15 - Understanding professional documents

Reading: Reading specific documents /
Understanding / Analysing

Vocabulary: Airline procedures / IT procedures

Lesson 16 - Understanding specific documents

Reading: Reading IT documents / Understanding /
Analysing

Vocabulary: IT procedures / IT and Management
projects

Lesson 17 - Get that job!

Vocabulary: Applying for a job

Reading: Job search methods / Reading a CV

Writing: Writing a letter of application

Listening: Listening for specific information / Job
interviews

Lesson 18 - Analysing, enquiring, understanding

Reading: Reading specific documents /
Understanding / Analysing

Listening: Listening for specific information

Vocabulary: Enquiring / Complaining

Lesson 19 – Test Part 2

Vocabulary: Welcome / Phone / Meeting /
Negotiation / Business letter / Report / Jobs

▶▶▶ Reflex'English Grammar / Vocabulary (A1/C2)

Objectifs pédagogiques

Reflex'English Grammar et Reflex'English Vocabulary sont des séries de ressources pédagogiques numériques dédiées à la révision, à la consolidation et à l'apprentissage intensif de la grammaire et du vocabulaire en anglais.

Composée de 2 niveaux chacune, la solution s'adresse aux apprenants de niveau débutant/faux débutant (A1/A2) et de niveau pré-intermédiaire/intermédiaire (B1/B2) et est conforme aux exigences du CECR (Cadre Européen Commun de Référence).

Chaque niveau comporte 20 leçons avec une multitude d'exercices interactifs, permettant de réviser plus de 40 règles de grammaire et des centaines de termes lexicaux.

Le concept s'appuie sur une approche innovante, issue de la recherche sur la mémoire à court et à long termes qui optimise le processus de mémorisation et assure ainsi une progression rapide.

Reflex'English Grammar et Reflex'English Vocabulary sont des outils indispensables pour l'apprentissage de la langue anglaise ainsi que pour la préparation des examens d'anglais, y compris ceux de la série Cambridge (PET, KET...)

Temps moyen de formation

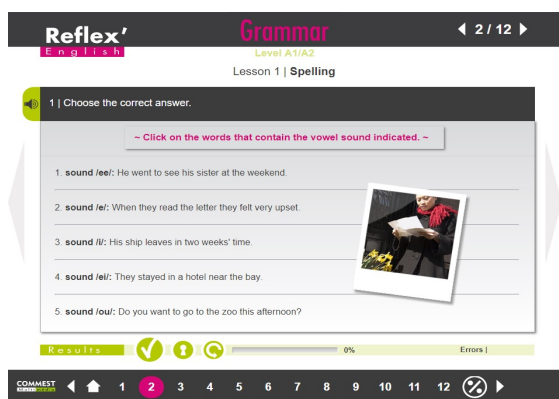
Reflex'English Grammar : 15 heures par niveau
Reflex'English Vocabulary : 15 heures par niveau

Niveau de granularisation

Reflex'English Grammar : 20 leçons par niveau
Reflex'English Vocabulary : 20 leçons par niveau

Pré requis technique

- Navigateur web : Edge, Chrome, Firefox, Safari, Edge, Android, iOS
- Système d'exploitation : Mac, Windows, Android, iOS



Reflex' English Grammar Level A1/A2
Lesson 1 | Spelling

1 | Choose the correct answer.

~ Click on the words that contain the vowel sound indicated. ~

1. sound /eɪ/: He went to see his sister at the weekend.
2. sound /eɪ/: When they read the letter they felt very upset.
3. sound /i:/: His ship leaves in two weeks' time.
4. sound /eɪ/: They stayed in a hotel near the bay.
5. sound /aʊ/: Do you want to go to the zoo this afternoon?

Results: 0% Errors



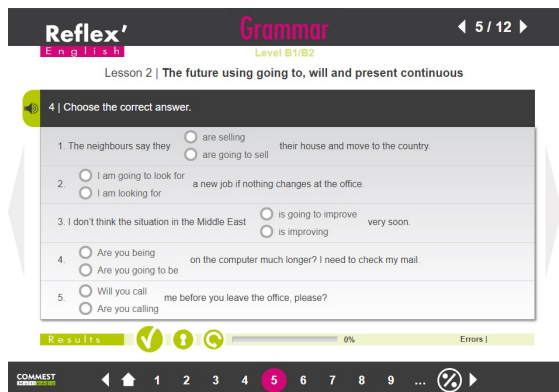
Reflex' English Vocabulary Level A1/A2
Lesson 1 | The family

Lesson 1

The family

cousin grandfather sister
brother mother parents

Results: 0% Errors



Reflex' English Grammar Level B1/B2
Lesson 2 | The future using going to, will and present continuous

4 | Choose the correct answer.

1. The neighbours say they are selling their house and move to the country. are going to sell
2. I am going to look for a new job if nothing changes at the office. I am looking for
3. I don't think the situation in the Middle East is going to improve very soon. is improving
4. Are you being on the computer much longer? I need to check my mail. Are you going to be
5. Will you call me before you leave the office, please? Are you calling

Results: 0% Errors



Reflex' English Vocabulary Level A1/A2
Lesson 16 | Sports

4 | Find the words in the grid.

~ Find 8 sports. ~

B	O	X	I	N	G	V	Y	D	Y	R
T	A	J	N	Z	Q	P	I	V	Q	O
N	E	D	G	P	P	B	V	F	R	W
S	W	I	M	M	T	N	G	G	M	I
A	L	C	E	I	B	M	V	D	V	N
T	C	O	S	U	N	J	C	I	I	G
L	W	E	L	K	I	T	P	V	J	F
I	G	R	O	I	T	Z	O	I	Y	J
N	B	K	V	I	U	I	N	N	W	N
G	Y	C	Y	C	L	I	N	G	Z	H
J	Z	Y	D	V	O	I	Y	G	G	Z

Results: 0% Errors

▶▶▶ *Détail formation : Reflex'English Grammar (A1/C2)*

Reflex'English Grammar A1/A2

- Lesson 1 - Spelling
- Lesson 2 - The verb to be
- Lesson 3 - Have / Have got
- Lesson 4 - Personal pronouns
- Lesson 5 - The auxiliary do / does
- Lesson 6 - Plurals
- Lesson 7 - There is / there are
- Lesson 8 - Simple present tense
- Lesson 9 - Present continuous tense
- Lesson 10 - Simple past tense
- Lesson 11 - Going to
- Lesson 12 - Simple future with will
- Lesson 13 - Present perfect tense
- Lesson 14 - Wh- questions
- Lesson 15 - Possessive adjectives and pronouns
- Lesson 16 - Reflexive and emphatic pronouns
- Lesson 17 - Prepositions (time, place, means)
- Lesson 18 - Supposed to, would rather, had better
- Lesson 19 - Use your senses
- Lesson 20 - Adjectives, comparatives and superlatives

Reflex'English Grammar C1/C2

- Lesson 1 - Word order
- Lesson 2 - Active and state verbs
- Lesson 3 - Talking about events in the future
- Lesson 4 - Other ways of expressing the future
- Lesson 5 - Affixes: prefixes and suffixes
- Lesson 6 - Conditional conjunctions
- Lesson 7 - Transitive and intransitive verbs
- Lesson 8 - Inversion with negative adverbials
- Lesson 9 - Expressions with 'used to'
- Lesson 10 - Past perfect simple and continuous
- Lesson 11 - The future in the past
- Lesson 12 - Adjectives, nouns and verbs followed by prepositions
- Lesson 13 - Participle clauses
- Lesson 14 - Emphatic cleft sentences
- Lesson 15 - Advanced passive structures
- Lesson 16 - Modal verbs in the past
- Lesson 17 - Verbs followed by infinitives or gerunds
- Lesson 18 - Gradable and non-gradable adjectives
- Lesson 19 - Formal subjunctive
- Lesson 20 - Phrasal verbs

Reflex'English Grammar B1/B2

- Lesson 1 - The future using present simple and continuous
- Lesson 2 - The future using going to, will and present perfect
- Lesson 3 - Past continuous vs. simple past
- Lesson 4 - Past perfect - Formation and use
- Lesson 5 - Present perfect continuous - Formation and use
- Lesson 6 - Future continuous
- Lesson 7 - Expressions with 'used to' and 'would'
- Lesson 8 - 1st, 2nd and 3rd conditionals
- Lesson 9 - Reported speech
- Lesson 10 - Wishes in the present
- Lesson 11 - Wishes in the past
- Lesson 12 - The passive voice
- Lesson 13 - Have done - Make do
- Lesson 14 - Modals
- Lesson 15 - Defining relative clauses
- Lesson 16 - Non-defining relative clauses
- Lesson 17 - Object and subject questions
- Lesson 18 - Question tags
- Lesson 19 - Adjectives ending in ED or ING
- Lesson 20 - Multiple adjectives: word order

▶▶▶ **Détail formation : Reflex'English Vocabulary (A1/C2)**

Reflex'English Vocabulary A1/A2

- Lesson 1 - The family
- Lesson 2 - Numbers
- Lesson 3 - Age
- Lesson 4 - Colours and shapes
- Lesson 5 - Countries, nationalities and languages
- Lesson 6 - Jobs and activities
- Lesson 7 - Transport
- Lesson 8 - Days and months
- Lesson 9 - Weather and seasons
- Lesson 10 - Telling the time
- Lesson 11 - The body
- Lesson 12 - Clothes and accessories
- Lesson 13 - Describing people
- Lesson 14 - Describing things
- Lesson 15 - House and furniture
- Lesson 16 - Sports
- Lesson 17 - Hobbies and leisure time
- Lesson 18 - Food and drink
- Lesson 19 - At school
- Lesson 20 - Animals

Reflex'English Vocabulary C1/C2

- Lesson 1 - Talking about money
- Lesson 2 - People and customs
- Lesson 3 - Business and the Economy
- Lesson 4 - Industry, machines and technology
- Lesson 5 - Idioms and expressions
- Lesson 6 - Commercial correspondence
- Lesson 7 - Job search
- Lesson 8 - Writing CVs and cover letters
- Lesson 9 - Dealing with a job interview
- Lesson 10 - Agriculture
- Lesson 11 - Synonyms and antonyms
- Lesson 12 - False friends and anglicisms
- Lesson 13 - Abbreviations, acronyms and eponyms
- Lesson 14 - The Media
- Lesson 15 - Ecology
- Lesson 16 - Energy
- Lesson 17 - Criminality
- Lesson 18 - Justice and law
- Lesson 19 - Travelling around Britain and Ireland
- Lesson 20 - Travelling around the USA and Canada

Reflex'English Vocabulary B1/B2

- Lesson 1 - Countries and symbols
- Lesson 2 - Materials
- Lesson 3 - Nature
- Lesson 4 - Shops
- Lesson 5 - In the city
- Lesson 6 - Urban vs. rural life
- Lesson 7 - Tourism
- Lesson 8 - Computer science
- Lesson 9 - Cooking
- Lesson 10 - Expressing quantities
- Lesson 11 - At the restaurant
- Lesson 12 - At the hotel
- Lesson 13 - On the phone
- Lesson 14 - Feelings and emotions
- Lesson 15 - Health and illness
- Lesson 16 - Five senses
- Lesson 17 - At the doctor's
- Lesson 18 - The Arts
- Lesson 19 - The Earth
- Lesson 20 - Astrology and the Solar System