LOTUS

SPOKEN ENGLISH

The fourth level will give you command over the English language and an active vocabulary of 2500 words.

COMMAND LEVEL

Active Vocabulary - 2200 to 2500 words on completing all four levels of L21
Hours of Study - 90 to 100
386 ACTIVITIES

Level 4 (7 units)

Situations and Topics

Making social contacts in a business environment
- plans, invitations and appointments
- languages
- food and drink
- talking about people
- services
- talking about work
- organizing a professional meeting

Communication Objectives
- confirm travel arrangements; fix a time and place to meet
- invite other people to visit you for a meal, etc.
- introduce yourself when you arrive at a company
- say which languages you know and how well you know them
- decide which language to use for a meeting
- refer to a menu and order a meal in a restaurant
- express likes, dislikes and gratitude when being entertained to a meal
- state your opinion of a person
- ask for the services you need
- talk about work
- organize a professional meeting

Unit 1 **Plans, Appointments & Invitations**
Arranging, confirming or declining travel plans, appointments and invitations
Leaving and taking phone messages
grammar: Using won't and to be able to talk about future plans
Speaking slowly and clearly

Unit 2 **Languages**
Talking about the languages you know and
Deciding which one to use dictionary:
Finding out how to pronounce words
Grammar; past continuous tense I was living
Comprehension strategies

Unit 3 **Food and Drink**
Asking for and talking about food,
Restaurants and menus.
Working out names
Of foods grammar; prepositions and pronouns
Copying from others

Unit 4 **Other people**
Asking for opinions and talking about
People and necessary job qualities
Qualifying your opinion
grammar: present
Perfect continuous reading between the lines

Unit 5 **Services**
Asking about services you need and how
To get them collecting items and paying for
Them insisting using the dictionary to look
Up the name of an item

Unit 6 **Doing Business**
Talking about business
Writing, understanding and adapting
various letters and messages

Unit 7 **Everything's possible**
Project-based revision of whole of level four

Hands Free Revision
Written Test
Grammar
Glossary
Abbreviations
Useful Terminology

Let's discuss which level or levels are most suited to your needs.