



ENGLISH

Scope and Sequence

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How to Use This Document

The goal of this document is to help you find your way around the Rosetta Stone content and to give you the information you need to direct Learners to the appropriate lesson.

1. Here you'll find the Language Program's title, length, and description.

Professional Telephone Communication II - 06:37

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.

2. Each Language Program contains several lessons. The title and length of each lesson can be found here.

1. Directions - 01:20

Lesson Objectives	- Understanding a complex itinerary that is clearly explained
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Asking for directions - Asking for confirmation - Asking for further details - Understanding an itinerary
Lexical Groups	- 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	- 'Here' - 'There'
Grammar	- Infinitive clauses - Question-tags - Interrogative words - 'Should' and 'ought to': advice
Phonetics	- ð (they) - w (Wednesday) - s (sixteen)

3. A variety of information is available for each lesson, such as:
- the lesson objectives
 - the targeted skills (listening, writing, etc.)
 - the language functions that will be covered
 - the lexical groups
 - the grammar, phonetics, or cultural concepts

Note: The amount of information available may vary depending on the type and level of the lesson.

New Content

Twenty-seven **new video lessons** based on Associated Press videos, as well as six **new training catalogs**, are now available!

See pages 92-119 for more information.

Professional Situations > Industries and Areas of Expertise – All Levels >

Training Catalog	Lesson Title
Automotive	- <i>Collectible Cars</i>
Insurance & Financial Services	- <i>Regulatory Reform Testimony</i>
Pharmaceutical	- <i>Autism Ruling</i>
Medicine & Health	- <i>Diabetes: An Opportunity</i>
Industry & Manufacturing <i>(New training catalog)</i>	- <i>Algae: A Fuel Alternative</i> - <i>Coal's Journey from Mine to Sea</i> - <i>Inside a Factory</i> - <i>London Taxis Made in China</i>
Law & Justice <i>(New training catalog)</i>	- <i>International Court Conviction</i> - <i>A Long Legal Battle</i> - <i>An Alleged Conspiracy</i> - <i>Regulatory Reform Testimony</i> - <i>Autism Ruling</i> - <i>Foreclosure Proceedings</i> - <i>Accusations in California</i>
Energy & Fuel	- <i>Algae: A Fuel Alternative</i>
Luxury Goods & the Retail Sector <i>(New training catalog)</i>	- <i>China's Luxury Shopper</i> - <i>Holiday Shopping</i> - <i>Luxury Shopping in a Tough Economy</i> - <i>Fashion Brands in Superstores</i>
Military & Defense	- <i>Naval Drones in Pursuit</i>
Government & the Public Sector <i>(New training catalog)</i>	- <i>Mayor's Election Victory Speech</i> - <i>Federal Government Jobs</i> - <i>New York Term Limits</i> - <i>Canine Political Action Committee</i>
Education <i>(New training catalog)</i>	- <i>Chemistry Kids</i> - <i>Classroom Clickers</i> - <i>Charter School</i>
The Natural Sciences <i>(New training catalog)</i>	- <i>Chemistry Kids</i> - <i>A Powerful Laser for Clean Energy</i> - <i>Liquid Scanners</i>



Eighteen new **Medical English lessons** are now available!

See pages 96-108 for more information.

Professional Situations > Industries and Areas of Expertise > Medicine & Health >

Training Catalog	Lesson Title
General Anatomy	- <i>Podiatry: Anatomy of the Foot</i>
Medical Research Documents	- <i>Medical Poster Presentation</i> - <i>Public Health</i>
Patient Care	<ul style="list-style-type: none"> - <i>Anesthesia</i> - <i>Nosocomial Infections</i> - <i>Geriatric Care</i> - <i>Palliative and End-of-Life Care</i> - <i>Scope and Practices of Physical Medicine and Rehabilitation</i> - <i>Rehabilitation Therapies</i> - <i>Mental Health and Disorders</i> - <i>Preventive Care</i> - <i>Treatment and Prevention of Heart Diseases</i> - <i>Blood Pressure: Measurement, Disorders, and Treatment</i> - <i>Public Health</i> - <i>Diabetes and Insulin Care</i> - <i>Podiatric Pathology</i>
Practices & Procedures	<ul style="list-style-type: none"> - <i>Anesthesia</i> - <i>Ultrasound Scans</i> - <i>Medical Imaging: Techniques and Risks</i> - <i>Conflict Resolution</i>



Professional Situations

Beginner/Intermediate - A1/A2

Client and Business Partner Relations I - 06:03

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.

1. Welcoming a Visitor - 00:58

Lesson Objectives	- Welcoming an unfamiliar visitor
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Offering to help someone - Understanding personal introductions - Asking for further details - Giving information about a person's availability
Lexical Groups	- Meetings (meeting, appointment, ...) - A person's physical & mental state (busy, available, free, ...) - Present situation (now, right now, today, ...)
Grammar	- Questions without interrogative words - The negative form - The present continuous - The simple present and the "present continuous"
Phonetics	- ə (about) - r (September) - w (Wednesday)
Language & Culture	- Forms of address

2. Virtual Conversation: Talk about Family - 00:10

Lesson Objectives	- Talking briefly about family
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3. Visitor Information - 00:30

Lesson 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

4. Phone Introductions - 00:52	
Lesson Objectives	<ul style="list-style-type: none"> - Understanding someone's professional details (company, position title, service/department) - Giving professional details about yourself (company, position title, service/department)
Targeted Skills	<ul style="list-style-type: none"> - Listening - Speaking - Reading - Writing
Language Functions	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Hierarchy (director, manager, assistant, ...) - Services (department, division, branch, ...)
Grammar	<ul style="list-style-type: none"> - The alphabet
Phonetics	<ul style="list-style-type: none"> - z (please) - s (sixteen) - i (eighteen)

5. Customer Service Questions - 00:30	
Lesson Objectives	<ul style="list-style-type: none"> - Understanding a request for information
Targeted Skills	<ul style="list-style-type: none"> - Listening
Language Functions	<ul style="list-style-type: none"> - Identifying the reason for a request
Lexical Groups	<ul style="list-style-type: none"> - Means of communication (to fax, to mail, to call, ...) - Information & inquiries (to ask, contact information, to help, ...)
Grammar	<ul style="list-style-type: none"> - Questions without interrogative words
Phonetics	<ul style="list-style-type: none"> - Intonation and stress

6. Virtual Conversation: Answer Questions - 00:10	
Lesson Objectives	<ul style="list-style-type: none"> - Answering personal questions (age, marital status, etc.)

7. The Conference - 01:03	
Lesson Objectives	<ul style="list-style-type: none"> - Asking for practical details about an event
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 - Expressing intention
Lexical Groups	<ul style="list-style-type: none"> - Meetings (conference, convention center, to attend, ...) - Description and characterization (concerning, regarding, about, ...)
Grammar	<ul style="list-style-type: none"> - Questions without interrogative words - The present continuous - 'Will' - 'To be going to'
Phonetics	<ul style="list-style-type: none"> - ε (seven) - ə (about)
Language & Culture	<ul style="list-style-type: none"> - Telephone calls

8. The Rescheduling - 00:53	
Lesson Objectives	- Canceling or rescheduling a meeting
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Canceling a meeting - Giving information about a person's availability - Understanding an offer
Lexical Groups	- Meetings (to cancel a meeting, appointment, to reschedule, ...) - Polite expressions (sorry, unfortunately, ...)
Grammar	- 'Need to' - 'Must' - 'Have to' - Modal auxiliaries
Phonetics	- ʌ (but) - m (Monday)

9. Emails - 00:33	
Lesson Objectives	- Communicating a basic message by email
Targeted Skills	- Reading - Writing
Language Functions	- Understanding the name of a field to fill out - Informing someone of something
Lexical Groups	- Email (subject, attachments, attach file, ...)
Vocabulary	- Email writing

10. The Bill - 00:26	
Lesson Objectives	- Understanding a basic bill
Targeted Skills	- Reading
Language Functions	- Identifying information in a standard document
Lexical Groups	- Prices & payments (cost, bill, to pay, ...)

Presentations and Meetings I - 06:40

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.

1. Job Presentation - 01:16

Lesson Objectives	- Describing your work: tasks & responsibilities
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Introducing yourself in a professional context - Talking about your work - Describing your daily activities
Lexical Groups	- Professions (Product Manager, Personal Assistant, Project Manager, ...) - Hierarchy (manager, boss, assistant, ...) - Management (responsibility, team, to manage, ...)
Grammar	- Contraction of 'to be' - Construction of compound nouns - Use of compound nouns - Adverbs of time - Possessive adjectives - Time
Phonetics	- ɪ (fifty) - b (October) - k (black)

2. Work Review - 01:04

Lesson Objectives	- Talking about the status of your work with a superior
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Describing something in a positive way - Expressing satisfaction - Conveying that you like or appreciate something or someone
Lexical Groups	- 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	- 'Everybody' - 'Nobody'
Grammar	- Construction of compound nouns - Use of compound nouns - The present continuous
Phonetics	- ow (November) - æ (Saturday) - g (good)

3. The Presentation Opening - 00:37	
Lesson Objectives	- Introducing your own presentation (to an unfamiliar audience)
Targeted Skills	- Listening - Speaking
Language Functions	- Greeting an unfamiliar audience - Thanking an audience - Introducing yourself in a professional context - Communicating the topic of a speech
Lexical Groups	- Greetings & introductions - Professions (to head up, to manage, to work, ...) - Speaking (to talk about, to tell, presentation, ...)
Grammar	- Infinitive clauses - Contraction of 'to be' - 'Will' - 'To be going to' - The future

4. The Memo - 00:48	
Lesson Objectives	- Writing a memorandum
Targeted Skills	- Reading - Writing
Language Functions	- Informing someone of something
Grammar	- Dates

5. A Project Meeting - 01:03	
Lesson 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) - ɪ (fifty) - h (hello)

6. Virtual Conversation: What's for Lunch? - 00:10	
Lesson Objectives	- Talking about your food preferences

7. The Schedule - 00:54

Lesson 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

8. Deadlines - 00:39

Lesson 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

9. Virtual Conversation: Make an Appointment - 00:10

Lesson Objectives	- Making an appointment (time, date, etc.)
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Organization I - 03:57

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.

1. Reservation Call - 00:51

Lesson Objectives	- Taking a reservation
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- 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	- Interrogative words - 'Will' - 'To be going to' - Questions without interrogative words
Phonetics	- α (March) - i (eighteen) - ɪ (fifty)

2. Virtual Conversation: Reserve a Table - 00:10

Lesson Objectives	- Reserving a table at a restaurant
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3. Vacation Request - 00:22

Lesson Objectives	- Understanding a vacation request form
Targeted Skills	- Reading
Language Functions	- Understanding instructions
Lexical Groups	- 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, ...)

4. Tickets to Boston - 01:06	
Lesson Objectives	- Reserving a plane ticket
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Expressing a wish - Situating something in time - Situating something in space
Lexical Groups	- Travel (to arrive, to stay, to return, ...) - Business trips (to reserve, business-class, ticket, ...)
Vocabulary	- Describing motion
Grammar	- 'Would like': expressing wishes - Time - Dates - Prepositions of place
Phonetics	- t (fifteen) - p (pen)

5. Hotel Reservation - 01:29	
Lesson Objectives	- Reserving a hotel room
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Giving details about something - Understanding a request for precise information
Lexical Groups	- Business trips (available, to book, to cancel, ...)
Grammar	- 'How long' - 'How much' - 'How many'
Phonetics	- d (day) - uw (June)

To complete my training

Client relations - 05:16

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.

1. Days & Hours - 01:48

Lesson Objectives	Meeting with a supplier, discuss the number of products you require. Arrange a date and time for the delivery of your order.
Vocabulary Themes	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

2. A Delivery - 01:33

Lesson 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.
Vocabulary Themes	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"

3. Renting a Car - 01:48	
Lesson 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.
Vocabulary Themes	On the Road <ul style="list-style-type: none"> - Traveling by vehicle or on foot - Driving Economy and Trade <ul style="list-style-type: none"> - Cost, payment - Products, merchandise - Micro- and macroeconomics Finance and Insurance <ul style="list-style-type: none"> - Banking - Insurance - Currency Vacations and Traveling <ul style="list-style-type: none"> - Accessories
Grammar	Prepositions of time American money Dates

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

Welcoming clients - 03:29	
The learning program Welcoming clients aims at teaching you how: <ul style="list-style-type: none"> - to exchange information with a receptionist; - to welcome a client; - to understand or give directions to a specific place. 	

1. At Reception - 01:44	
Lesson Objectives	Give information to a receptionist concerning your meeting with the company chairman. Follow directions on how to find the chairman's office.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Suggestion, proposal, advice - Oral communication - Greetings, being polite Defining Space <ul style="list-style-type: none"> - Indicating a place Work Environment <ul style="list-style-type: none"> - Office space and supplies Time <ul style="list-style-type: none"> - Schedule - The present - Sequence of events
Grammar	The negative form The present continuous "Would like:" expressing wishes "Can:" ability and likelihood

2. Welcoming Clients - 01:45	
Lesson 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.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Possibility and probability - Oral communication - Greetings, being polite Work Environment <ul style="list-style-type: none"> - Meetings - Professions and hierarchy Politics and Society <ul style="list-style-type: none"> - People and professions Time <ul style="list-style-type: none"> - Schedule - The present Defining Space <ul style="list-style-type: none"> - Volume
Grammar	"The simple present and the "present continuous The verb "to have" The plural Questions without interrogative pronouns

Business calls - 11:30
<p>The learning program Business calls will allow you to be able to:</p> <ul style="list-style-type: none"> - 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. <p>You will be able to have a simple telephone conversation, requesting and providing information.</p>

1. On the Phone - 01:46	
Lesson 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.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Oral communication - Common expressions - Greetings, polite expressions Work Environment <ul style="list-style-type: none"> - Managing and organizing Making Contact <ul style="list-style-type: none"> - The telephone - Written correspondence Time <ul style="list-style-type: none"> - Schedule
Grammar	The alphabet Interrogative pronouns, adjectives and adverbs

2. Appointments - 01:50	
Lesson Objectives	Learn how to rearrange a meeting. Agree on a date and time to meet.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Oral communication - Suggestion, proposal, advice Time <ul style="list-style-type: none"> - Schedule - Times of day Work Environment <ul style="list-style-type: none"> - Professions and hierarchy - Meetings
Grammar	"Must" - "Have to" Tags - Short answers Verb + infinitive clause Placement of "enough"

3. Reserving a Flight - 01:40	
Lesson 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.
Vocabulary Themes	Air and Rail Transportation <ul style="list-style-type: none"> - Places - Traveling by train or plane - Departure and arrival Cities and Towns <ul style="list-style-type: none"> - Public places Vacations and Traveling <ul style="list-style-type: none"> - Hotels Transportation Terms <ul style="list-style-type: none"> - Stages of a journey - Public transportation On the Road <ul style="list-style-type: none"> - Traveling by vehicle or on foot
Grammar	Prepositions of place "How long"

4. Reserving a Room - 01:23	
Lesson 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.
Vocabulary Themes	Housing <ul style="list-style-type: none"> - Household appliances - Living spaces - Types of accommodation Measurements and Quantities <ul style="list-style-type: none"> - Quantity Cities and Towns <ul style="list-style-type: none"> - Places and buildings Vacations and Traveling <ul style="list-style-type: none"> - Hotels Time <ul style="list-style-type: none"> - Times of day
Grammar	"Will" - "To be going to" "There is" - "There are"

5. Conference Plans - 01:33	
Lesson 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.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Obtaining information Work Environment <ul style="list-style-type: none"> - Meetings - Office space and supplies - Professions and hierarchy - Managing and organizing Making Contact <ul style="list-style-type: none"> - The telephone
Grammar	The future "To be" and "to have:" past tense Past interrogatives

6. Information by Phone - 01:31	
Lesson 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.
Vocabulary Themes	Work Environment <ul style="list-style-type: none"> - Office space and supplies Economy and Trade <ul style="list-style-type: none"> - Delivery - Products, merchandise - Accessories Communication and Intellect <ul style="list-style-type: none"> - Obtaining information Making Contact <ul style="list-style-type: none"> - Written correspondence - The telephone
Grammar	"Some" - "Any" "May" - "Might"

7. Reserving a Stand - 01:47	
Lesson 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.
Vocabulary Themes	Economy and Trade <ul style="list-style-type: none"> - Negotiation - Cost, payment - Buying, selling Communication and Intellect <ul style="list-style-type: none"> - Oral communication Making Contact <ul style="list-style-type: none"> - Written correspondence Time <ul style="list-style-type: none"> - Schedule Work Environment <ul style="list-style-type: none"> - Meetings
Grammar	"There is" - "There are" Time

Introducing yourself and your company - 09:15

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.

1. First Meeting - 01:15

Lesson 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.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Common expressions - Greetings, polite expressions Personality and Feelings <ul style="list-style-type: none"> - Personality Judgment and Opinion <ul style="list-style-type: none"> - Appraisal - True, false Family, Identity, Social Life <ul style="list-style-type: none"> - Identity Time <ul style="list-style-type: none"> - Expressions
Grammar	Subject pronouns The verb "to be" Definite and indefinite articles Names of countries: capital letters

2. Cultural Exercises - 00:07

Lesson Objectives	Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.
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3. Meeting People - 00:56

Lesson 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.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Greetings, polite expressions Family, Identity, Social Life <ul style="list-style-type: none"> - Identity Judgment and Opinion <ul style="list-style-type: none"> - Agreement, disagreement Defining Space <ul style="list-style-type: none"> - Movements, moving Nature and Geography <ul style="list-style-type: none"> - Countries, nationalities, languages
Grammar	The simple present Contraction of "to be" The difference between "a" and "an" Nationalities: capital letters

4. Numbers & Money - 01:19	
Lesson 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.
Vocabulary Themes	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"

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

6. An Interview - 02:04	
Lesson Objectives	An interview for a management position. Describe your academic studies, your professional experience and skills. Discuss your starting date and salary.
Vocabulary Themes	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

7. First Day at Work - 01:16	
Lesson 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.
Vocabulary Themes	Finance and Insurance <ul style="list-style-type: none"> - Accounting - The stock market Work Environment <ul style="list-style-type: none"> - Managing and organizing - Corporate life - Professions and hierarchy - Office space and supplies Housing <ul style="list-style-type: none"> - Furniture - Parts of a building Time <ul style="list-style-type: none"> - Times of day
Grammar	The possessive Prepositions of place

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

9. Meeting the Boss - 01:27	
Lesson 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.
Vocabulary Themes	Work Environment <ul style="list-style-type: none"> - Professions and hierarchy Personality and Feelings <ul style="list-style-type: none"> - Personality - Feelings Progress and Change Judgment and Opinion <ul style="list-style-type: none"> - Appraisal Science and Industry <ul style="list-style-type: none"> - Computer science
Grammar	"The simple present and the "present continuous "Would like:" expressing wishes

10. Presenting your Job - 01:37	
Lesson Objectives	Present your position and responsibilities to a new employee. Describe a typical working day, your daily tasks and on-going projects.
Vocabulary Themes	Work Environment <ul style="list-style-type: none"> - Professions and hierarchy - Managing and organizing Time <ul style="list-style-type: none"> - The present Communication and Intellect <ul style="list-style-type: none"> - Obtaining information Economy and Trade <ul style="list-style-type: none"> - Marketing
Grammar	Adverbs of time Possessive pronouns

Meetings and speeches - 08:08

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.

1. A New Project - 01:35

Lesson 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.
Vocabulary Themes	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

2. Giving your Opinion - 01:43

Lesson Objectives	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.
Vocabulary Themes	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

3. Discussions - 01:40	
Lesson 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.
Vocabulary Themes	Economy and Trade <ul style="list-style-type: none"> - Marketing - Buying, selling The Arts <ul style="list-style-type: none"> - Creativity and artistic trends - Fine arts Work Environment <ul style="list-style-type: none"> - Managing and organizing Communication and Intellect <ul style="list-style-type: none"> - Suggestion, proposal, advice Judgment and Opinion <ul style="list-style-type: none"> - Necessity, ability and difficulty
Grammar	Interrogative pronouns, adjectives and adverbs Direct and indirect questions

4. An Urgent Problem - 01:37	
Lesson 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.
Vocabulary Themes	Time <ul style="list-style-type: none"> - Schedule Communication and Intellect <ul style="list-style-type: none"> - Oral communication - Thinking, debating, explaining - Desires and wishes Judgment and Opinion <ul style="list-style-type: none"> - Necessity, ability and difficulty Personality and Feelings <ul style="list-style-type: none"> - Personality
Grammar	"Also" - "As well" - "Too" "Must" - "Have to"

5. Solving the Problem - 01:33	
Lesson Objectives	During a meeting, report back to your boss on the compromise reached between your company and your partners.
Vocabulary Themes	Science and Industry <ul style="list-style-type: none"> - Aeronautics Economy and Trade <ul style="list-style-type: none"> - Marketing - People and professions Work Environment <ul style="list-style-type: none"> - Meetings Making Contact <ul style="list-style-type: none"> - Written correspondence
Grammar	"Will" - "To be going to" Questions without interrogative pronouns

On a business trip - 04:16

The learning program On a business trip will enable you:
 - to present your career history simply;
 - to discover the principal courteous forms of address.

1. Introductions - 01:43

Lesson Objectives	Greet someone, introduce yourself, ask someone their name, inquire about their profession, and their family life.
Vocabulary Themes	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”

2. A City Tour - 02:33

Lesson Objectives	Learn vocabulary dealing with urban settings. Ask for prices and order a drink.
Vocabulary Themes	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 - 10:27

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.

1. Numbers & Money - 01:31

Lesson 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.
Vocabulary Themes	<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>

2. Cultural Exercises - 00:07

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

Lesson 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.
Vocabulary Themes	<p>Communication and Intellect</p> <ul style="list-style-type: none"> - Common expressions - Greetings, being polite <p>Personality and Feelings</p> <ul style="list-style-type: none"> - Personality <p>Judgment and Opinion</p> <ul style="list-style-type: none"> - Appraisal - True, false <p>Family, Identity, Social Life</p> <ul style="list-style-type: none"> - Identity <p>Time</p> <ul style="list-style-type: none"> - Expressions
Grammar	<p>Subject pronouns</p> <p>The verb “to be”</p> <p>Definite and indefinite articles</p> <p>Names of countries: capital letters</p>

4. Cultural Exercises - 00:07

Lesson Objectives	Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.
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5. Meeting People - 00:56	
Lesson 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.
Vocabulary Themes	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

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

7. An Interview - 02:04	
Lesson Objectives	An interview for a management position. Describe your academic studies, your professional experience and skills. Discuss your starting date and salary.
Vocabulary Themes	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

8. First Day at Work - 01:16	
Lesson 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.
Vocabulary Themes	Finance and Insurance <ul style="list-style-type: none"> - Accounting - The stock market Work Environment <ul style="list-style-type: none"> - Managing and organizing - Corporate life - Professions and hierarchy - Office space and supplies Housing <ul style="list-style-type: none"> - Furniture - Parts of a building Time <ul style="list-style-type: none"> - Times of day
Grammar	The possessive Prepositions of place

9. Meeting the Boss - 01:27	
Lesson 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.
Vocabulary Themes	Work Environment <ul style="list-style-type: none"> - Professions and hierarchy Personality and Feelings <ul style="list-style-type: none"> - Personality - Feelings Progress and Change Judgment and Opinion <ul style="list-style-type: none"> - Appraisal Science and Industry <ul style="list-style-type: none"> - Computer science
Grammar	"The simple present and the "present continuous "Would like:" expressing wishes

10. Presenting your Job - 01:37	
Lesson Objectives	Present your position and responsibilities to a new employee. Describe a typical working day, your daily tasks and on-going projects.
Vocabulary Themes	Work Environment <ul style="list-style-type: none"> - Professions and hierarchy - Managing and organizing Time <ul style="list-style-type: none"> - The present Communication and Intellect <ul style="list-style-type: none"> - Obtaining information Economy and Trade <ul style="list-style-type: none"> - Marketing
Grammar	Adverbs of time Possessive pronouns

Proficient - B1

Client and Business Partner Relations II - 09:32

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.

1. The Welcome Desk - 01:44

Lesson Objectives	- Welcoming various visitors using appropriate polite expression
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- 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	- 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	- Modal auxiliaries - The future
Phonetics	- Shortened pronunciation - w (Wednesday) - r (September)
Language & Culture	- Forms of address - 'Shall'

2. Appointment Setup - 01:33

Lesson Objectives	- Arranging a meeting with someone whose availability is limited
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Asking someone to wait - Giving information about a person's availability - Suggesting that someone do something - Confirming a meeting
Lexical Groups	- Polite expressions (to be afraid, to regret, you're welcome, ...) - A person's availability (busy, absent, to miss someone, ...)
Grammar	- Possessive adjective - Object pronouns
Phonetics	- ə (about) - ɜ (December) - eɪ (Sunday)
Language & Culture	- Telephone calls - 'Shall'

3. Itinerary Organization - 01:15	
Lesson Objectives	- Making suggestions to clients concerning their needs
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Advising - Warning someone about something - Stating conditions
Lexical Groups	- Advice and recommendations (reliable, to be wise to, to recommend, ...)
Grammar	- The past subjunctive - Construction of the present conditional - The future - Modal auxiliaries - Expressions of condition
Phonetics	- ū (book) - r (September)

4. Before the Visit - 01:23	
Lesson Objectives	- Giving precise instructions to an unfamiliar group of visitors
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Guiding a group - Giving instructions - Warning someone about something - Granting permission or expressing an absence of obligation
Lexical Groups	- Quantities (all, one by one, each, ...) - Advice and recommendations (to be careful, to make sure, to be aware, ...)
Vocabulary	- Ways to address groups
Grammar	- The negative imperative - Modal auxiliaries
Phonetics	- Intonation and stress - eɪ (Sunday) - æ (Saturday) - ə (about)

5. Security Rules - 00:43	
Lesson Objectives	- Communicating instructions by email
Targeted Skills	- Reading - Writing
Language Functions	- Giving instructions - Listening - Speaking - Reading - Writing
Lexical Groups	- Instructions and orders
Vocabulary	- Email writing
Grammar	- The affirmative imperative - The negative imperative

6. Sales Contact - 01:07

Lesson Objectives	- Establishing a contact in order to facilitate professional collaboration
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Expressing your interest in something - Establishing a contact - Introducing yourself in a professional context
Lexical Groups	- Marketing & communication (brochure, catalog, demonstration, ...) - Professional documents (business card, ...) - Communication (to get in touch, to hear from somebody, to network, ...)
Grammar	- 'Should' and 'ought to': advice - 'May' - 'Might' - 'To look forward to'
Phonetics	- eɪ (Sunday) - h (hello) - ɑ (March)

7. Prospective Customer - 01:02

Lesson Objectives	- Discussing a detailed request for information about a product
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Praising someone or something - Making an offer
Lexical Groups	- Value judgment (best-seller, popular, ...) - Description of an object (feature, characteristic, detail, ...) - Prices & payments (free, for free, extra, ...)
Grammar	- Expressions of emphasis - Sequence of tenses with 'if'
Phonetics	- p (pen) - d (day) - v (seventy)

8. Contract Settlements - 00:31

Lesson Objectives	- Understanding the conditions specified in a contract
Targeted Skills	- Listening - Speaking
Language Functions	- Understanding a condition - Clarifying an ambiguous point
Lexical Groups	- Prices & payments (monthly payment, quarterly payments, payment by semester, ...) - Negotiation (terms, order, distribution contract, ...)
Vocabulary	- 'Within' - 'Within . . . of'
Grammar	- Sequence of tenses with 'if'

9. Virtual Conversation: Return a Product - 00:15

Lesson Objectives	- Expressing dissatisfaction and arguing for a refund
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Professional Interaction II - 05:57

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.

1. Company History - 01:10

Lesson Objectives	- Speaking about your company in general terms with an outside party
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Giving information about a company's history - Giving information about a company's projects - Evaluating performance
Lexical Groups	- Corporate strategy (to set up, to found, to establish, ...) - Development & expansion (to grow by X%, to increase by X%, to expand, ...)
Grammar	- Irregular verbs - Construction of the past tense - Use of the past tense - The future
Phonetics	- f (five) - k (black) - i (eighteen)

2. Job Application - 00:25

Lesson 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], ...)

3. Letter of Recommendation - 00:33

Lesson 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, ...)

4. Job Interview - 00:48

Lesson 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

5. Letter to Human Resources - 00:29

Lesson 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, ...)

6. About the Project - 01:12

Lesson 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)

7. Company Presentation - 01:07	
Lesson 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)

8. Virtual Conversation: Join a Company Team - 00:15	
Lesson Objectives	- Talking about pastimes

Professional Telephone Communication II - 06:37

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.

1. Directions - 01:20	
Lesson Objectives	- Understanding a complex itinerary that is clearly explained
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Asking for directions - Asking for confirmation - Asking for further details - Understanding an itinerary
Lexical Groups	- 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	- 'Here' - 'There'
Grammar	- Infinitive clauses - Question tags - Interrogative words - 'Should' and 'ought to': advice
Phonetics	- ð (they) - w (Wednesday) - s (sixteen)

2. Registration - 01:04	
Lesson Objectives	<ul style="list-style-type: none"> - Asking clients about their needs - Arranging for participation at a trade fair
Targeted Skills	<ul style="list-style-type: none"> - Listening - Speaking - Reading - Writing
Language Functions	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Results of reflection (in mind, second thoughts, preference, ...) - Information & inquiries (to specify, breakdown, to request, ...)
Grammar	<ul style="list-style-type: none"> - 'Which' - 'What'
Phonetics	<ul style="list-style-type: none"> - p (pen) - aj (nine)

3. Fair Registration - 01:14	
Lesson Objectives	<ul style="list-style-type: none"> - Answering practical questions concerning participation in a trade fair or other event
Targeted Skills	<ul style="list-style-type: none"> - Listening - Speaking - Reading - Writing
Language Functions	<ul style="list-style-type: none"> - Getting in contact with the right person - Expressing quantity - Understanding pricing - Situating something in time - Expressing intention
Lexical Groups	<ul style="list-style-type: none"> - Management (chair, to put together, event planner, ...) - Prices & payments (discount, additional, charge, ...)
Vocabulary	<ul style="list-style-type: none"> - Expressions of quantity
Grammar	<ul style="list-style-type: none"> - 'There is' - 'There are' - Goal and consequence
Phonetics	<ul style="list-style-type: none"> - ŋ (nothing) - ɔ (small) - æ (Saturday)

4. Virtual Conversation: Organize a Trip - 00:15	
Lesson Objectives	<ul style="list-style-type: none"> - Organizing a trip abroad

5. A Special Offer - 01:08	
Lesson 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)

6. A Telephone Survey - 01:01	
Lesson 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)

7. The Survey - 00:36	
Lesson 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 - 07:41

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.

1. About the Presentation - 01:45

Lesson Objectives	- Summarizing your points of view on technical questions to a familiar audience
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Outlining the advantages of something - Minimizing something's flaws and drawbacks - Giving an example
Lexical Groups	- Maintenance and functioning (configuration, to install, to implement, ...) - Examples (as you can see, clear, to demonstrate, ...)
Grammar	- Construction of the present conditional - Diplomatic constructions
Phonetics	- Pronunciation of consonants - p (pen) - f (five) - v (seventy)

2. Asset Management - 00:41

Lesson Objectives	- Summarizing your points of view on technical questions to a familiar audience
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Outlining the advantages of something - Minimizing something's flaws and drawbacks - Giving an example
Lexical Groups	- Maintenance and functioning (configuration, to install, to implement, ...) - Examples (as you can see, clear, to demonstrate, ...)
Vocabulary	- Examples and illustrations
Grammar	- Relative pronouns and adverbs - Construction of the present conditional - Diplomatic constructions

3. The Production Process - 01:39	
Lesson Objectives	- Explaining work methods in an informative way to an audience (clients, colleagues, etc.)
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- 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	- Project management (to agree on, to appoint, to approve, ...) - Duration (time-consuming, to take, brief, ...)
Grammar	- Construction of the present perfect - Use of the present perfect
Phonetics	- z (please) - s (sixteen) - { (she)

4. Explanation of a Procedure - 00:40	
Lesson Objectives	- Explaining work methods in an informative way to an audience (clients, colleagues, etc.)
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- 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	- Project management (to assign, to appoint, in charge of, ...) - Duration (time-consuming, to take, brief, ...)
Grammar	- Construction of the present perfect - Use of the present perfect - Construction of the passive - Use of the passive - Goal and consequence - Expressions of condition

5. Advice - 00:36	
Lesson Objectives	- Writing recommendations
Targeted Skills	- Reading - Writing
Language Functions	- Advising - Justifying an action
Lexical Groups	- Advice and recommendations
Grammar	- 'Instead of' - 'Rather than'

6. Delays - 01:15	
Lesson Objectives	- Discussing progress made on a project
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Expressing necessity - Situating something in time - Expressing agreement - Understanding constraints
Lexical Groups	- Qualifiers of time and age (on time, quickly, soon, ...) - Project management (to compromise, quality, budget, ...)
Vocabulary	- 'Next' - 'The next'
Grammar	- 'Must' - 'Have to' - 'Will' - 'To be going to' - 'Also' - 'As well' - 'Too'
Phonetics	- ʌ (but) - dʒ (July) - ow (November)

7. Instructions - 00:44	
Lesson Objectives	- Giving instructions
Targeted Skills	- Listening - Speaking
Language Functions	- Relaying information - Insisting on something - Explaining a procedure - Giving details about something
Lexical Groups	- Speaking (to repeat, to explain, to insist, ...) - Situation in time (first off, moving on, in addition, ...) - The business world (step, stage, part, ...)
Vocabulary	- 'So that' + 'may' or 'can' - 'Process' and 'procedure'
Grammar	- Making references - Object pronouns - Use of the pronoun 'one' - Relative pronouns and adverbs
Phonetics	- Intonation and stress

8. The Leaving Party - 00:23	
Lesson 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 - 04:46

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.

1. Customer Service - 01:31

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

2. First Negotiations - 01:35

Lesson Objectives	Learn how to negotiate. Discuss discounts on bulk orders and distribution rights with a distribution company representative.
Vocabulary Themes	Economy and Trade <ul style="list-style-type: none"> - Negotiation - Delivery Work Environment <ul style="list-style-type: none"> - Corporate life - Office space and supplies Communication and Intellect <ul style="list-style-type: none"> - Oral communication - Suggestion, proposal, advice Judgment and Opinion <ul style="list-style-type: none"> - Descriptive terms Time <ul style="list-style-type: none"> - Time periods
Grammar	Regular superlatives Irregular superlatives "Shall"

3. Contracts - 02:07	
Lesson 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.
Vocabulary Themes	Judgment and Opinion <ul style="list-style-type: none"> - Agreement, disagreement Communication and Intellect <ul style="list-style-type: none"> - Thinking, debating, explaining Finance and Insurance <ul style="list-style-type: none"> - Insurance Economy and Trade <ul style="list-style-type: none"> - Cost, payment - People and professions Administration and Law <ul style="list-style-type: none"> - Law and justice - Laws and regulations
Grammar	Sequence of tenses with "if"

4. Technical Problems - 01:40	
Lesson Objectives	Call technical support after your laptop crashes. Describe the problem to the technician and respond to his questions. Discuss solutions to the problem.
Vocabulary Themes	Science and Industry <ul style="list-style-type: none"> - Computer science - Electricity - Technology Judgment and Opinion <ul style="list-style-type: none"> - Appraisal The Media <ul style="list-style-type: none"> - The Internet Objects <ul style="list-style-type: none"> - How it works Work Environment <ul style="list-style-type: none"> - Managing and organizing - Professions and hierarchy
Grammar	Construction of the present perfect continuous Use of the present perfect continuous

On a business trip - 06:24

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.

1. At the Airport - 02:08

Lesson 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.
Vocabulary Themes	<p>Air and Rail Transportation</p> <ul style="list-style-type: none"> - Traveling by train or plane - Departure and arrival - Baggage <p>Transportation Terms</p> <ul style="list-style-type: none"> - Safety and regulations - Stages of a journey - Public transportation <p>Defining Space</p> <ul style="list-style-type: none"> - Movements, moving <p>Vacations and Traveling</p> <ul style="list-style-type: none"> - Accessories
Grammar	<p>"Must" - "Have to"</p> <p>Possessive pronouns</p>

2. Getting Directions - 01:59

Lesson 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.
Vocabulary Themes	<p>Time</p> <ul style="list-style-type: none"> - Schedule <p>Defining Space</p> <ul style="list-style-type: none"> - Direction - Distance - Indicating a place <p>Cities and Towns</p> <ul style="list-style-type: none"> - Places and buildings <p>Food</p> <ul style="list-style-type: none"> - Eating out <p>Transportation Terms</p> <ul style="list-style-type: none"> - Safety and regulations - Public transportation
Grammar	<p>Construction of the present perfect</p> <p>Use of the present perfect</p> <p>"Still" - "Yet"</p> <p>"Yet" - "Not yet"</p>

3. Cultural Exercises - 00:07

Lesson Objectives	Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.
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4. A Business Lunch - 02:10	
Lesson 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.
Vocabulary Themes	Food <ul style="list-style-type: none"> - Courses - Eating out Personality and Feelings <ul style="list-style-type: none"> - Feelings - Tastes Communication and Intellect <ul style="list-style-type: none"> - Oral communication Work Environment <ul style="list-style-type: none"> - Managing and organizing Economy and Trade <ul style="list-style-type: none"> - Delivery - People and professions
Grammar	“For” - “Since” - “Ago”

Product presentation - 05:22

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.

1. Telesales - 01:47	
Lesson 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.
Vocabulary Themes	Work Environment <ul style="list-style-type: none"> - Corporate life Finance and Insurance <ul style="list-style-type: none"> - Insurance - Accounting - Banking Economy and Trade <ul style="list-style-type: none"> - Cost, payment - Delivery Communication and Intellect <ul style="list-style-type: none"> - Choices and decisions - Suggestion, proposal, advice Making Contact <ul style="list-style-type: none"> - The telephone - Written correspondence
Grammar	Regular comparatives Irregular comparatives

2. A Trade Fair - 01:45	
Lesson Objectives	During an IT trade fair in Frankfurt, discuss potential business links with a representative of another company.
Vocabulary Themes	Economy and Trade <ul style="list-style-type: none"> - Miscellaneous items - Buying, selling Work Environment <ul style="list-style-type: none"> - Office space and supplies - Managing and organizing Science and Industry <ul style="list-style-type: none"> - Technology Shopping <ul style="list-style-type: none"> - Stores
Grammar	"May" - "Might" "To look forward to"

3. Product Presentation - 01:50	
Lesson 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.
Vocabulary Themes	Economy and Trade <ul style="list-style-type: none"> - Marketing Communication and Intellect <ul style="list-style-type: none"> - Choices and decisions - Obtaining information Objects <ul style="list-style-type: none"> - Packaging - Descriptive terms - Progress and Change
Grammar	"Should" and "ought to": advice

Presenting your company - 03:46

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.

1. The Company - 02:01

Lesson Objectives	A journalist interviews you about your company. Answer his questions about your company's history and its international growth. Describe your products.
Vocabulary Themes	<p>Time</p> <ul style="list-style-type: none"> - Frequency <p>Work Environment</p> <ul style="list-style-type: none"> - Office space and supplies - Professions and hierarchy - Corporate life - Managing and organizing <p>Judgment and Opinion</p> <ul style="list-style-type: none"> - Necessity, ability and difficulty <p>Science and Industry</p> <ul style="list-style-type: none"> - Technology <p>Finance and Insurance</p> <ul style="list-style-type: none"> - The stock market <p>Economy and Trade</p> <ul style="list-style-type: none"> - Marketing
Grammar	<p>Use of the past tense</p> <p>Irregular verbs</p> <p>Percentages</p>

2. Presenting your Firm - 01:45

Lesson 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.
Vocabulary Themes	<p>Economy and Trade</p> <ul style="list-style-type: none"> - Delivery - Professions and hierarchy - Micro- and macroeconomics - Buying, selling <p>Work Environment</p> <ul style="list-style-type: none"> - Professions and hierarchy - Office space and supplies - Managing and organizing <p>Progress and Change</p> <p>Finance and Insurance</p> <ul style="list-style-type: none"> - Accounting - Banking <p>Science and Industry</p> <ul style="list-style-type: none"> - Technology
Grammar	<p>Questions without interrogative pronouns</p> <p>Interrogative pronouns, adjectives and adverbs</p> <p>Past interrogatives</p>

All topics - 10:18

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.

1. A Business Lunch - 02:18

Lesson 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.
Vocabulary Themes	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”

2. The Company - 02:01

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

3. Presenting your Firm - 01:45

Lesson 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.
Vocabulary Themes	<p>Economy and Trade</p> <ul style="list-style-type: none"> - Delivery - Professions and hierarchy - Micro- and macroeconomics - Buying, selling <p>Work Environment</p> <ul style="list-style-type: none"> - Professions and hierarchy - Office space and supplies - Managing and organizing <p>Progress and Change</p> <p>Finance and Insurance</p> <ul style="list-style-type: none"> - Accounting - Banking <p>Science and Industry</p> <ul style="list-style-type: none"> - Technology
Grammar	<p>Questions without interrogative pronouns</p> <p>Interrogative pronouns, adjectives and adverbs</p> <p>Past interrogatives</p>

4. At the Airport - 02:08

Lesson Objectives	Respond to the questions of a check-in desk attendant at a New York airport. Upgrade your ticket, check your flight's departure and arrival times, check-in your luggage and enquire about the boarding gate.
Vocabulary Themes	<p>Air and Rail Transportation</p> <ul style="list-style-type: none"> - Traveling by train or plane - Departure and arrival - Baggage <p>Transportation Terms</p> <ul style="list-style-type: none"> - Safety and regulations - Stages of a journey - Public transportation <p>Defining Space</p> <ul style="list-style-type: none"> - Movements, moving <p>Vacations and Traveling</p> <ul style="list-style-type: none"> - Accessories
Grammar	<p>"Must" - "Have to"</p> <p>Possessive pronouns</p>

5. Getting Directions - 01:59

Lesson 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.
Vocabulary Themes	<p>Time</p> <ul style="list-style-type: none"> - Schedule <p>Defining Space</p> <ul style="list-style-type: none"> - Direction - Distance - Indicating a place <p>Cities and Towns</p> <ul style="list-style-type: none"> - Places and buildings <p>Food</p> <ul style="list-style-type: none"> - Eating out <p>Transportation Terms</p> <ul style="list-style-type: none"> - Safety and regulations - Public transportation
Grammar	<p>Construction of the present perfect</p> <p>Use of the present perfect</p> <p>“Still” - “Yet”</p> <p>“Yet” - “Not yet”</p>

6. Cultural Exercises - 00:07

Lesson Objectives	Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.
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Advanced - B2

Presentations and Meetings III - 05:08

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.

1. Company Strategy - 01:22

Lesson 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

2. Executive Committee Meeting - 00:28

Lesson 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, ...)

3. Virtual Conversation: Organize a Meeting - 00:20

Lesson Objectives	<ul style="list-style-type: none"> - Organizing a meeting with multiple participants
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4. A Project Update - 00:38	
Lesson Objectives	- Relaying & explaining results to a supervisor
Targeted Skills	- Listening - Speaking
Language Functions	- Understanding a question concerning the advancement of something - Giving information about the advancement of something - Commenting on results - Giving details about something
Lexical Groups	- 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	- Emphatic 'do' - Expressions with 'to have'
Grammar	- Comparing equals - Adverbs of degree

5. The Year in Review - 00:36	
Lesson Objectives	- Identifying the main ideas in a text & summarizing it
Targeted Skills	- Reading - Writing
Language Functions	- Understanding the structure of a text - Understanding the main ideas in a text - Summarizing ideas
Lexical Groups	- Reports & summaries (Furthermore, Moreover, Overall, ...)

6. Policies - 00:45	
Lesson Objectives	- Presenting and explaining a set of rules or regulations
Targeted Skills	- Listening - Speaking
Language Functions	- Prohibiting - Expressing obligation - Granting permission or expressing an absence of obligation - Expressing change - Providing more specific information by giving concrete examples
Lexical Groups	- 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	- A use of the comparative - Describing motion
Grammar	- 'May' - 'Might' - 'Some' - 'Any' - 'Should' and 'ought to': advice - Construction of the present perfect - Use of the present perfect - Goal and consequence

7. Site Visit - 00:40	
Lesson Objectives	- Giving a formal, pre-arranged guided tour
Targeted Skills	- Listening - Speaking
Language Functions	- Introducing yourself in a professional context - Giving instructions - Providing background information on something - Describing a place
Lexical Groups	- Company structure (affiliate, corporation, incorporated, ...) - Corporate strategy (to downsize, to streamline, to found, ...) - Company premises (plant facilities, plant, manufacturing facilities, ...)
Grammar	- 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

8. Virtual Conversation: Interview for a Job - 00:20	
Lesson Objectives	- Going to a job interview

Interpersonal Skills and Negotiation III - 14:23

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.

1. The Trade Show - 01:17	
Lesson Objectives	- Welcoming & giving information to a prospect in an interesting way
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- 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	- 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	- The place of 'even'
Language & Culture	- Persuasive suggestion - Ways to offer refreshments

2. Virtual Conversation: Rent a Car - 00:20	
Lesson Objectives	- Renting a car and negotiating rental conditions

3. Questions about Berlin - 03:05	
Lesson Objectives	- Talking about your personal plans in detail
Targeted Skills	- Listening - Speaking - Writing
Language Functions	- Expressing a degree of certainty - Asking someone for advice - Expressing enthusiasm - Expressing fear, concern, anxiety - Describing a sequence of future events
Lexical Groups	- 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	- Adverbs of degree - The future perfect

4. Virtual Conversation: Handle Travel Trouble - 00:20	
Lesson Objectives	- Managing unexpected events during a trip abroad

5. History of a Business - 02:55	
Lesson Objectives	- Talking about your company in an informal setting
Targeted Skills	- Listening - Speaking - Writing
Language Functions	- 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	- 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	- Expressions of increase - Concession and opposition
Grammar	- Compound adjectives - Past perfect - Reinforcing the comparative

6. Hotel Brochure - 00:31	
Lesson Objectives	- Writing an informational brochure about a company's services
Targeted Skills	- Reading - Writing
Language Functions	- Giving information - Praising someone or something
Lexical Groups	- Value judgment (effective, successful, tailor-made, ...) - Prices & payments (minimum charge, price range, flat rate, ...)

7. The Order - 01:02	
Lesson Objectives	- Negotiating a price with a cooperative client
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Opening a negotiation - Understanding a need - Praising someone or something - Making an offer
Lexical Groups	- 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	- Regular comparatives - Irregular comparatives - Use of the pronoun 'one'
Phonetics	- Intonation and stress
Language & Culture	- 'Shall'

8. Delivery Time - 01:11	
Lesson Objectives	- Negotiating a deadline with a cooperative client
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Making predictions - Expressing uncertainty - Justifying a possibility - Offering compensation
Lexical Groups	- 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	- Approximation - 'Should' and 'Ought to': probability - Modal auxiliaries - 'When,' 'while' + present - Use of the present conditional

9. The Resignation - 00:32	
Lesson Objectives	- Writing a letter of resignation
Targeted Skills	- Reading - Writing
Language Functions	- Announcing a decision - Justifying a decision
Lexical Groups	- Human resources (resignation, to accept a position, transfer of responsibilities, ...)

10. Business Negotiations - 00:44	
Lesson Objectives	- Negotiating a price with a cooperative supplier
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Stating demands or requirements - Arguing in favor of something - Identifying limits - Making an offer
Lexical Groups	- Prices & payments (to get a X% discount, to give a discount, discount on ..., ...) - Sales (wholesale, to raise, sales rep, ...) - Delivery (distributor, order, shipping, ...)
Grammar	- Sequence of tenses with 'if'

11. An Overdue Payment - 01:12	
Lesson Objectives	- Giving a reminder in the case of an unpaid bill
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Addressing a topic - Verifying that something has been done - Exposing a problem - Demanding payment - Taking a request into account
Lexical Groups	- Prices & payments (to withhold, terms of sale, overdue, ...) - Resolution & handling of problems (to straighten out, to iron out, to sort out, ...)
Vocabulary	- Expressions with 'to have'
Grammar	- Adverbs of degree

12. At the Restaurant - 01:14	
Lesson Objectives	- Discussing a project, a contract, a deal, etc. during the course of a meal or other informal event
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Talking about yourself - Imposing conditions diplomatically - Clarifying an ambiguous point - Assuring someone of something
Lexical Groups	- Stages of a meal (course, appetizer, starter, ...)
Vocabulary	- 'Within' - 'Within . . . of'
Grammar	- Diplomatic constructions
Phonetics	- Intonation and stress
Language & Culture	- Personal questions etiquette - Business dining etiquette

Client and Business Partner Relations III- 08:41

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.

1. A Difficult Visitor - 01:39

Lesson 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

2. A Busy Thursday Morning - 01:12

Lesson 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

3. A Meeting to Reschedule - 00:36

Lesson Objectives	- Handling a problematic request
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Expressing a degree of certainty - Stalling for time - Generalizing - Notifying someone that something might happen - Refusing diplomatically - Offering a solution
Lexical Groups	- Habits and tendencies (to be inclined to, to have a tendency to, customary, ...) - Probability and potential (doubtful, conceivable, to be liable to, ...)
Vocabulary	- Noncommittal replies
Grammar	- Diplomatic constructions - The perfect conditional - Expressions of emphasis

4. Virtual Conversation: Change a Plane Ticket - 00:20

Lesson Objectives	- Resolving a complicated issue with a reservations agent
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5. An Order Problem - 01:28

Lesson Objectives	- Handling a complaint from a dissatisfied client
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Apologizing - Expressing a degree of certainty - Justifying results - Committing to doing something - Making predictions
Lexical Groups	- 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	- 'I am told'
Grammar	- Perfect conditional using 'should' - Use of the present perfect continuous - 'Should' and 'Ought to': probability

6. The Complaint - 00:24

Lesson 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, ...)

7. A Defective Product - 01:08

Lesson 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

8. Virtual Conversation: Get Technical Help - 00:20

Lesson Objectives	- Giving details about a technical problem
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9. The Response - 00:31

Lesson 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, ...)
Grammar	- Diplomatic constructions

10. Service Problems - 01:03

Lesson Objectives	- Making a complaint using arguments
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Exposing a problem - Presenting arguments - Expressing dissatisfaction - Reproaching - Asking to have someone intervene
Lexical Groups	- 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	- 'Supposed to'
Grammar	- 'The more . . . the more' - The sequence of tenses
Language & Culture	- Expressions of dissatisfaction

To complete my training

Jobs and career paths - 08:04

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.

1. Delegates - 02:27

Lesson Objectives	Answer questions about your company and talk about your work.
Vocabulary Themes	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

2. A New Job - 02:36

Lesson Objectives	Discuss business strategies to optimize your work. Learn vocabulary related to professions.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Obligation, permission, prohibiting - Obtaining information Economy and Trade <ul style="list-style-type: none"> - Negotiation - People and professions Work Environment <ul style="list-style-type: none"> - Managing and organizing - Professions and hierarchy - Corporate life Time <ul style="list-style-type: none"> - Schedule
Grammar	Use of the passive The impersonal structure

3. Cultural Exercises - 00:07

Lesson Objectives	Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.
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4. Job Promotions - 02:54	
Lesson Objectives	Organize your work, develop sales strategies and negotiate a promotion.
Vocabulary Themes	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"

<p>Business calls - 08:12</p> <p>With the learning program Business calls, you will learn how:</p> <ul style="list-style-type: none"> - 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.

1. Seminar Planning - 03:08	
Lesson Objectives	Reserve a hotel room. Organize a seminar, set the date and number of participants, choose the services required. Arrange for payment.
Vocabulary Themes	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 clauses "To be left" - "To have left"

2. Market Research - 02:28	
Lesson Objectives	Learn to formulate specific questions for a client survey.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Oral communication - Suggestion, proposal, advice Economy and Trade <ul style="list-style-type: none"> - Buying, selling - Marketing Education <ul style="list-style-type: none"> - Language, reading and writing Work Environment <ul style="list-style-type: none"> - Managing and organizing - Meetings Time <ul style="list-style-type: none"> - Sequence of events - Schedule
Grammar	“Ever”- “Never” “Some”, “any:” singular or plural? Nouns without singular forms

3. Helpful Contacts - 02:36	
Lesson Objectives	Conduct a study to clarify clients’ needs, learn vocabulary related to computer equipment and set up an appointment.
Vocabulary Themes	Objects <ul style="list-style-type: none"> - Descriptive terms Economy and Trade <ul style="list-style-type: none"> - Business and commerce - Buying, selling - Delivery - Cost, payment - Products, merchandise - People and professions The Media <ul style="list-style-type: none"> - The Internet Measurements and Quantities <ul style="list-style-type: none"> - Whole numbers Science and Industry <ul style="list-style-type: none"> - Computer science
Grammar	“Shall” “To let”

On a business trip - 03:08

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.

1. Living in America - 03:01

Lesson Objectives	Reply to general questions about your daily life in the US: <i>Where do you live? What is your job? What are your hobbies?</i>
Vocabulary Themes	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

2. Cultural Exercises - 00:07

Lesson Objectives	Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.
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Client relations - 08:21

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.

1. Flight Information - 02:42

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

2. Plane Reservations - 02:28	
Lesson Objectives	Make flight reservations: ask questions about destinations, dates, departure and arrival times. Find a solution to travelers' concerns.
Vocabulary Themes	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

3. Insurance & Banking - 03:04	
Lesson Objectives	Learn vocabulary related to the world of insurance and banking (coverage, life insurance, cash transfer, account number).
Vocabulary Themes	Administration and Law <ul style="list-style-type: none"> - Law and Justice - Crimes and misdemeanors Economy and Trade <ul style="list-style-type: none"> - Buying, selling - People and professions Finance and Insurance <ul style="list-style-type: none"> - Insurance - Banking Work Environment <ul style="list-style-type: none"> - Corporate life
Grammar	The main postpositions "Little" - "A little" - "Much" Invariable cardinal numbers

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

All topics - 11:46

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.).

1. Flight Information - 02:44

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

2. Plane Reservations - 02:43

Lesson Objectives	Make flight reservations: ask questions about destinations, dates, departure and arrival times. Find a solution to travelers’ concerns.
Vocabulary Themes	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

3. Living in America - 03:01	
Lesson Objectives	Reply to general questions about your daily life in the US: Where do you live? What is your job? What are your hobbies?
Vocabulary Themes	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

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

5. Insurance & Banking - 03:04	
Lesson Objectives	Learn vocabulary related to the world of insurance and banking (coverage, life insurance, cash transfer, account number).
Vocabulary Themes	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

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

Expert - C1

Interpersonal Skills and Negotiation IV - 10:10

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.

1. An Unexpected Change - 01:02

Lesson 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

2. Legal Advice - 00:38

Lesson 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

3. The Project - 00:35

Lesson Objectives	<ul style="list-style-type: none"> - Defining a project framework
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, ...)

4. Client Negotiations - 00:36

Lesson 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

5. Virtual Conversation: Make a Deal - 00:20	
Lesson Objectives	<ul style="list-style-type: none"> - Negotiating a price with a difficult client

6. Between Meetings - 01:21	
Lesson Objectives	<ul style="list-style-type: none"> - Covering professional topics (such as negotiations) in an informal setting - Identifying potential cultural issues in a seemingly relaxed atmosphere
Targeted Skills	<ul style="list-style-type: none"> - Listening - Speaking - Reading - Writing
Language Functions	<ul style="list-style-type: none"> - 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	<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"> - Baseball expressions - Making and receiving compliments - Business dining etiquette

7. The Economy - 00:43	
Lesson 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 Groups	- 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

8. The Press Article - 00:26	
Lesson Objectives	- Understanding a specialized press article
Targeted Skills	- Reading
Language Functions	- Understanding an issue - Understanding a series of events - Identifying criticism
Lexical Groups	- Stock market (profits warning, share price, low, ...)
Vocabulary	- Business writing

9. Department Restructure - 00:36	
Lesson 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 Groups	- 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

10. The Decision - 00:40	
Lesson 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 Groups	- 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

11. Product Analysis - 00:33	
Lesson 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 Groups	- Value judgment (user-friendly, practical, well designed, ...) - Comparison & contrast (to exceed, to surpass, to fall short of, ...)
Vocabulary	- 'While' - 'Although'

12. A Disagreement - 02:22	
Lesson 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 Groups	- 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

13. Virtual Conversation: Arrange a Delivery - 00:20	
Lesson Objectives	- Negotiating delivery conditions with a difficult client

Client and Business Partner Relations IV - 12:22

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.

1. A New Scanner - 00:58

Lesson 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 Groups	<ul style="list-style-type: none"> - Intellect (eager, reluctant, to be inclined, ...) - Value judgment (drawback, snag, asset, ...)
Grammar	<ul style="list-style-type: none"> - Diplomatic constructions

2. Information Security - 00:37

Lesson 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 Groups	<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

3. Technical Assistance - 01:03	
Lesson Objectives	- Explaining in detail how a product works
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- 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 Groups	- 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	- Intonation and stress
Language & Culture	- Diplomatic advice

4. Colleagues from Abroad - 01:13	
Lesson Objectives	- Adapting your communication style to a cultural context - Responding to a visitor's requests in a diplomatic way
Targeted Skills	- Listening - Speaking - Reading - Writing
Language Functions	- Offering to help someone - Reacting to a compliment - Expressing difficulty - Showing that you are making an effort - Putting yourself at someone's disposal
Lexical Groups	- 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	- Polite offers

5. Artistic Differences - 02:24	
Lesson Objectives	- Reaching a compromise with a cooperative client
Targeted Skills	- Listening - Speaking - Writing
Language Functions	- Devaluing someone's ideas diplomatically - Warning someone about something - Explaining the reasoning behind a choice - Making a suggestion
Lexical Groups	- 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	- Rhetoric - Cause and consequence
Grammar	- Diplomatic constructions - Goal and consequence
Phonetics	- Intonation and stress
Language & Culture	- Diplomatic advice

6. Virtual Conversation: Come to a Compromise - 00:20

Lesson Objectives	- Reaching a compromise with a cooperative client
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7. A Convincing Argument - 01:35

Lesson Objectives	- Persuading a reluctant client to do something
Targeted Skills	- Listening - Speaking - Writing
Language Functions	- Praising someone or something - Persuading someone of something - Relaying the consequences of a decision
Lexical Groups	- 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	- Emphasis - Rhetoric
Grammar	- Alternate conditional forms

8. Sales Training Analysis - 01:34

Lesson Objectives	- Analyzing a client's needs and using arguments to recommend solutions
Targeted Skills	- Listening - Speaking - Writing
Language Functions	- Identifying constraints - Asking for further details - Saying what something entails - Weighing pros & cons - Arguing in favor of something
Lexical Groups	- 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	- Concession and opposition
Grammar	- Goal and consequence

9. Sales Training Negotiation - 02:18	
Lesson Objectives	- Negotiating the conditions of a contract (sales, services, partnerships, etc.) with cooperative suppliers
Targeted Skills	- Listening - Speaking - Writing
Language Functions	- Negotiating an agreement - Supporting one's refusal diplomatically - Going back to something - Negotiating a deadline
Lexical Groups	- 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	- Deadlines
Grammar	- Approximation - Alternate conditional forms
Phonetics	- Intonation and stress

10. Virtual Conversation: Persuade a Client - 00:20	
Lesson Objectives	- Presenting arguments to convince a demanding client

Professional Interaction IV - 07:34

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.

1. An Advertising Strategy - 02:19

Lesson Objectives	- Debating a strategy with a manager
Targeted Skills	- Listening - Speaking - Writing
Language Functions	- Contradicting someone diplomatically - Pointing out the risks of something - Suggesting a strategy
Lexical Groups	- 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	- Rhetoric - To be at stake - Concession and opposition

2. Virtual Conversation: Defend Your Opinion - 00:20

Lesson Objectives	- Arguing in favor of a project proposal
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3. Technical Explanations - 02:35

Lesson Objectives	- Explaining complex technical procedures to a colleague
Targeted Skills	- Listening - Speaking - Writing
Language Functions	- Explaining how a product works - Providing more specific information by giving concrete examples - Soliciting questions - Highlighting the importance of something
Lexical Groups	- 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	- Rhetoric

4. A Salary Negotiation - 02:20	
Lesson Objectives	- Negotiating a pay raise
Targeted Skills	- Listening - Speaking - Writing
Language Functions	- Talking about your work - Making a request - Accepting or rejecting an offer - Concluding an agreement
Lexical Groups	- 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	- Mixed conditionals - Approximation - Alternate conditional forms

Presentations and Meetings IV - 10:35

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.

1. End-of-Year Summary - 01:34	
Lesson Objectives	- Presenting the results of a project to a client
Targeted Skills	- Listening - Speaking - Writing
Language Functions	- Commenting on results - Concluding - Talking about the effects of something - Expressing a need for improvement
Lexical Groups	- 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	- Cause and consequence

2. A Recruitment Strategy - 01:55	
Lesson Objectives	- Presenting a strategy to an audience that will take part in it
Targeted Skills	- Listening - Speaking - Writing
Language Functions	- Introducing a topic - Describing a strategy in detail - Conveying information - Transitioning
Lexical Groups	- 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	- Rhetoric
Grammar	- Reported speech
Language & Culture	- Diplomatic requests

3. A Green Challenge - 01:49	
Lesson Objectives	- Describing a project in a positive and detailed way to an audience that is not familiar with it
Targeted Skills	- Listening - Speaking - Writing
Language Functions	- Committing to doing something - Describing the progression of a project - Outlining the advantages of something - Commenting on numerical data
Lexical Groups	- 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	- 'Affect' - 'Effect' - 'Little' - 'Few' - 'Less' - 'Fewer' - Expressions of increase
Grammar	- 'The more . . . the more'

4. Virtual Conversation: Find out about a Car - 00:20	
Lesson Objectives	- Finding out about the complex technical features of a product from a salesperson

5. Project Risks - 01:40	
Lesson Objectives	- Presenting an overview of project risks
Targeted Skills	- Listening - Speaking - Writing
Language Functions	- Notifying someone that something might happen - Weighing risks - Offering a solution - Commenting on a diagram
Lexical Groups	- 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	- Alternate conditional forms - Making references

6. Customer Service Objectives - 01:39	
Lesson Objectives	- Developing the objectives of a project
Targeted Skills	- Listening - Speaking - Writing
Language Functions	- Highlighting one's idea - Arguing against something - Reporting facts - Defining one's objectives
Lexical Groups	- 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	- Emphasis
Grammar	- Adverbs of degree - Reported speech - Compound adjectives

7. Employee Incentives - 01:39	
Lesson Objectives	- Leading a group to make a decision
Targeted Skills	- Listening - Speaking - Writing
Language Functions	- Giving and taking the floor - Getting back on topic - Avoiding a misunderstanding - Coming to a consensus
Lexical Groups	- 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	- The main postpositions - Emphasis
Grammar	- Diplomatic constructions
Language & Culture	- Persuasive suggestion

To complete my training

Client relations – 07:08

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.

1. Cultural Exercises - 00:07

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

Lesson Objectives	Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.
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3. Trouble with Orders - 02:24

Lesson Objectives	Answer dissatisfied customers and apologize for problems.
Vocabulary Themes	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

4. Organizing a Stay - 02:14

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

5. Welcoming Visitors - 02:09	
Lesson Objectives	Organize a tourist/business visit for foreign clients. Get information about their arrival. Book theater tickets and plan their schedule.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Greetings, polite expressions - Suggestion, proposal, advice Family, Identity, Social Life <ul style="list-style-type: none"> - Social life Transportation Terms <ul style="list-style-type: none"> - Stages of a journey Games, Leisure and Entertainment Vacations and Traveling <ul style="list-style-type: none"> - Tourist activities
Grammar	Use of "both" Absence of necessity Nouns and adjectives of nationality

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

<p>Product presentation – 06:42</p> <p>The learning program Product presentation aims at perfecting your knowledge of:</p> <ul style="list-style-type: none"> - presenting a product at a trade fair; - putting your product in a favorable light; - convincing a client.

1. The Company Stand – 02:27	
Lesson Objectives	Tell a client about your product's features. Speak about figures.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Thinking, debating, explaining Making Contact <ul style="list-style-type: none"> - The telephone Economy and Trade <ul style="list-style-type: none"> - Buying, selling - Marketing - Cost, payment - Micro- and macroeconomics Work Environment <ul style="list-style-type: none"> - Managing and organizing - Corporate life Time <ul style="list-style-type: none"> - The future
Grammar	"For how long" - "Since when" Absolute superlative The place of "even" "Even though" - "Even if"

2. Comparing Products - 02:04	
Lesson Objectives	Convince someone about the quality of your product.
Vocabulary Themes	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"

3. Making a Sale - 02:11	
Lesson Objectives	Learn business-related vocabulary, meet a client, negotiate a contract and discuss prices.
Vocabulary Themes	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 – 06:57

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.

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

2. Negotiating - 02:15	
Lesson Objectives	Learn business-related vocabulary, discuss stock availability, installation and delivery time.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Choices and decisions - Obtaining information Objects <ul style="list-style-type: none"> - How it works - Descriptive terms Economy and Trade <ul style="list-style-type: none"> - People and professions - Delivery Finance and Insurance <ul style="list-style-type: none"> - Insurance - Accounting Science and Industry <ul style="list-style-type: none"> - Computer science - Technology
Grammar	"To be" and "to have:" past tense "To hope" + dependent clause

3. After-sales Service - 01:41	
Lesson Objectives	Identify problems and provide customer assistance.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Greetings, polite expressions Making Contact <ul style="list-style-type: none"> - Written correspondence Economy and Trade <ul style="list-style-type: none"> - Delivery Judgment and Opinion <ul style="list-style-type: none"> - Agreement, disagreement - Necessity, ability and difficulty - Criticism Shopping
Grammar	"Everybody" - "Somebody" - "Nobody" "Quite" - "Quite a few"

4. Handling an Invoice – 02:54	
Lesson Objectives	Ask clients with an outstanding balance to make a payment. Make arrangements for payment.
Vocabulary Themes	Economy and Trade <ul style="list-style-type: none"> - Cost, payment - Micro- and macroeconomics Finance and Insurance <ul style="list-style-type: none"> - Accounting Work Environment <ul style="list-style-type: none"> - Corporate life Time <ul style="list-style-type: none"> - Schedule
Grammar	Expression of preference Verbs introducing a second action Emphatic "do"

Business calls – 06:15

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.

1. An Appointment - 02:27

Lesson Objectives	Answer the phone, transfer a call, take a message and schedule an appointment.
Vocabulary Themes	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

2. Business Calls – 01:53

Lesson Objectives	Make arrangements to attend a trade show. Book a stand. Explain your requirements in detail.
Vocabulary Themes	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”

3. Paying a Bill – 01:55

Lesson Objectives	Find a solution with customers whose invoices are overdue.
Vocabulary Themes	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 - 21:08

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.

1. The Company Stand – 02:27

Lesson Objectives	Tell a client about your product's features. Speak about figures.
Vocabulary Themes	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"

2. Cultural Exercises - 00:07

Lesson Objectives	Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.
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3. Comparing Products - 02:17	
Lesson Objectives	Convince someone about the quality of your product.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Comparison Objects <ul style="list-style-type: none"> - Colors Economy and Trade <ul style="list-style-type: none"> - Buying, selling - Marketing - Negotiation - Cost, payment Judgment and Opinion <ul style="list-style-type: none"> - Surprise, excessiveness Personality and Feelings
Grammar	The indefinite possessive Similarity: "like" and "as" Expressions with "to have" Adjectives ending in "ing"

4. Making a Sale - 02:20	
Lesson Objectives	Learn business-related vocabulary, meet a client, negotiate a contract and discuss prices.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Thinking, debating, explaining Economy and Trade <ul style="list-style-type: none"> - Delivery - Cost, payment - Products, merchandise Finance and Insurance <ul style="list-style-type: none"> - Accounting Judgment and Opinion <ul style="list-style-type: none"> - Agreement, disagreement Work Environment <ul style="list-style-type: none"> - Managing and organizing
Grammar	Expressions with the present perfect "The more . . . the more" A use of the comparative

5. Negotiating - 02:08	
Lesson Objectives	Learn business-related vocabulary, discuss stock availability, installation and delivery time.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Choices and decisions - Obtaining information Objects <ul style="list-style-type: none"> - How it works - Descriptive terms Economy and Trade <ul style="list-style-type: none"> - People and professions - Delivery Finance and Insurance <ul style="list-style-type: none"> - Insurance - Accounting Science and Industry <ul style="list-style-type: none"> - Computer science - Technology
Grammar	"To be" and "to have:" past tense "To hope" + dependent clause

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

7. Trouble with Orders - 02:24	
Lesson Objectives	Answer dissatisfied customers and apologize for problems.
Vocabulary Themes	<p>Objects</p> <ul style="list-style-type: none"> - Descriptive terms <p>Economy and Trade</p> <ul style="list-style-type: none"> - People and professions - Delivery <p>Judgment and Opinion</p> <ul style="list-style-type: none"> - Necessity, ability and difficulty <p>Work Environment</p> <p>Science and Industry</p> <ul style="list-style-type: none"> - Technology
Grammar	<p>The past subjunctive</p> <p>Use of the past participle as an adjective</p>

8. Organizing a Stay - 02:14	
Lesson Objectives	Learn vocabulary related to business trips. Book a hotel room, organize a night out, etc.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Possibility and probability - Obtaining information - Suggestion, proposal, advice Transportation Terms <ul style="list-style-type: none"> - Stages of a journey Housing <ul style="list-style-type: none"> - Real estate - Furniture Vacations and Traveling <ul style="list-style-type: none"> - Hotels Cities and Towns <ul style="list-style-type: none"> - Public places
Grammar	"So that" + "may" or "can" "I am told" Near certainty in the past

9. Welcoming Visitors - 02:09	
Lesson Objectives	Organize a tourist/business visit for foreign clients. Get information about their arrival. Book theater tickets and plan their schedule.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Greetings, being polite - Suggestion, proposal, advice Family, Identity, Social Life <ul style="list-style-type: none"> - Social life Transportation Terms <ul style="list-style-type: none"> - Stages of a journey Games, Leisure and Entertainment Vacations and Traveling <ul style="list-style-type: none"> - Tourist activities
Grammar	Use of "both" Absence of necessity Nouns and adjectives of nationality

10. Handling an Invoice – 02:52	
Lesson Objectives	Ask clients with an outstanding balance to make a payment. Make arrangements for payment.
Vocabulary Themes	Economy and Trade <ul style="list-style-type: none"> - Cost, payment - Micro- and macroeconomics Finance and Insurance <ul style="list-style-type: none"> - Accounting Work Environment <ul style="list-style-type: none"> - Corporate life Time <ul style="list-style-type: none"> - Schedule
Grammar	Expression of preference Verbs introducing a second action Emphatic "do"

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

12. After-sales Service – 01:56	
Lesson Objectives	Identify problems and provide customer assistance.
Vocabulary Themes	Communication and Intellect - Greetings, being polite 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 - 01:22

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.

1. Balance Sheet - 00:28

Lesson Objectives	- Understanding an Accounting & Finance document
Vocabulary Themes	- Management & accounting (equity, paid-in capital, retained earnings...) - Professional documents

2. Consolidated Income Statement - 00:28

Lesson Objectives	- Understanding an Accounting & Finance document
Vocabulary Themes	- Management & accounting (accounting principle, cost of goods sold, net income...)

3. Credit Terms - 00:28

Lesson Objectives	- Understanding an Accounting & Finance document
Vocabulary Themes	- Banking (credit limit, guarantor, payable...)

Human Resources - 02:43

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.

1. Personnel Requisition Form - 00:28

Lesson Objectives	- Understanding a Human Resources document
Vocabulary Themes	- Human resources (personnel request, position title, vacancy...)

2. Job Candidate Evaluation - 00:28

Lesson Objectives	- Understanding a Human Resources document
Vocabulary Themes	- 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...)

3. Job Offer Letter - 00:28

Lesson Objectives	- Understanding a Human Resources document
Vocabulary Themes	- Remuneration (401(k) plan, perks...) - Human resources (job description, relocation expenses...) - Professional documents (contract, letter of employment...)

4. Notice of Dismissal - 00:27	
Lesson Objectives	- Understanding a Human Resources document
Vocabulary Themes	- Career stages (exit interview, probationary period, transfer...) - Human resources (personnel record, work performance...) - Discipline (absenteeism, tardiness...)

5. Employee Handbook - 00:28	
Lesson Objectives	- Understanding a Human Resources document
Vocabulary Themes	- Social security & insurance (contribution pool, medical insurance, State Disability Insurance...)

6. Fair Labor Standards Act - 00:27	
Lesson Objectives	- Understanding a Human Resources document
Vocabulary Themes	- 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 - 01:21

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.

1. Letter Template - 00:28	
Lesson Objectives	- Understanding an Administrative & Secretarial document
Vocabulary Themes	- Written correspondence (mailing address, recipient, signature...) - Standard opening & closing phrases (best regards, to whom it may concern, thank you in advance...) - Professional documents

2. Travel Itinerary - 00:27	
Lesson Objectives	- Understanding an Administrative & Secretarial document
Vocabulary Themes	- Business trips (to board, connection, gate...)

3. Minutes - 00:28	
Lesson Objectives	- Understanding an Administrative & Secretarial document
Vocabulary Themes	- Professional interaction (to follow up, to second...) - Meetings (agenda, new business, motion...) - Professional documents (minutes...)

Sales & Marketing - 02:12

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.

1. Internal Memo - 00:28

Lesson Objectives	- Understanding a Sales & Marketing document
Vocabulary Themes	- Marketing & communication (to advertise, commercial, packaging...)

2. Cold Call Script - 00:24

Lesson Objectives	- Understanding a Sales & Marketing document
Vocabulary Themes	- Canvassing (client base, cold call, prospect...)

3. Sales Results Presentation - 00:27

Lesson Objectives	- Understanding a Sales & Marketing document
Vocabulary Themes	- Sales (brand awareness, market share, trend...) - Management & accounting (margin, net income, operating income...)

4. Case Study - 00:28

Lesson Objectives	- Understanding a Sales & Marketing document
Vocabulary Themes	- Marketing & communication (brand extension, cash cow, qualitative research...)

5. Marketing Strategy - 00:28

Lesson Objectives	- Understanding a Sales & Marketing document
Vocabulary Themes	- Marketing & communication (product positioning, teaser ad, early majority...) - Corporate strategy (concentrated strategy, individual marketing...)

After-Sales & Customer Service - 01:22

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.

1. Customer Survey Assessment - 00:28

Lesson Objectives	- Understanding an After-Sales & Customer Service document
Vocabulary Themes	- After-sales, maintenance, and warranties (customer feedback, customer satisfaction, customer survey,) - Surveys & questionnaires (average, median, underrepresented...)

2. Letter of Complaint - 00:28	
Lesson Objectives	- Understanding an After-Sales & Customer Service document
Vocabulary Themes	- Buying & selling (client, rebate, retailer) - Delivery (delivery, shipment) - After-sales, maintenance, and warranties (to lodge a complaint, malfunction)

3. Warranty and Return Policy - 00:28	
Lesson Objectives	- Understanding an After-Sales & Customer Service document
Vocabulary Themes	- After-sales, maintenance, and warranties (advanced replacement service, in-warranty return, warrantor)

IT - 01:19
 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.

1. Installation Guide - 00:27	
Lesson Objectives	- Understanding an IT document
Vocabulary Themes	- IT (administrator, troubleshooting...) - Computer components (jumper, motherboard...) - IT environment & system (default, prompt...)

2. Server Description - 00:27	
Lesson Objectives	- Understanding an IT document
Vocabulary Themes	- Computer components (cell board, hard drive, rack...) - IT environment & system (clustering, partition, thread...)

3. Thread Safety Issues - 00:27	
Lesson Objectives	- Understanding an IT document
Vocabulary Themes	- IT development & programming (base class, to compile, to patch...)

Legal - 01:48
 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.

1. Attorney's Letter - 00:27	
Lesson Objectives	- Understanding a Legal document
Vocabulary Themes	- Law & justice (defendant, plaintiff...) - Legal procedures (arbitration, counterclaim, to file...) - Judicial & penitentiary infrastructures (court, district court...)

2. Corporate Bylaws - 00:27	
Lesson Objectives	- Understanding a Legal document
Vocabulary Themes	- Corporate law (bylaws, preemptive right...) - Hierarchy (board of directors, officer...) - Stock market (dividend, funds...)

3. General Contract for Services - 00:29	
Lesson Objectives	- Understanding a Legal document
Vocabulary Themes	- Law & justice (amendment, attorney...) - Corporate law (copyright, warranty clause...)

4. Patent Law - 00:27	
Lesson Objectives	- Understanding a Legal document
Vocabulary Themes	- Corporate law (notice of allowance, estoppel, patentee...)

Industries & Areas of Expertise – All Levels

The Automotive Industry – Video Lessons - 02:14

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.

1. Fuel Efficiency - 00:31

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

2. Luxury Hybrid Car - 00:30

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

3. Meet Shelley, an Autonomous Vehicle - 00:26

Lesson Objectives	Understanding the general sense of a short document about the automotive industry
Vocabulary Themes	- 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, ...)

4. Electric Cars: Promise or Fantasy?- 00:25

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

5. Collectible Cars - 00:22

Lesson Objectives	Understanding the general sense of a short document about the automotive industry
Vocabulary Themes	- Vehicle parts... - Road transportation - Value judgment - Careers in arts & culture

new

The Automotive Industry – Document Lessons - 01:22

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.

1. Vehicle Inspection - 00:28

Lesson Objectives	- Understanding an Automotive document
Vocabulary Themes	- Technical aspects (alternator, clutch, differential...) - Road vehicle parts (gauge, seat belt, windshield...)

2. Vehicle Registration - 00:28

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

3. Recall Notice - 00:28

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

Insurance & Financial Services – Video Lessons - 02:42

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.

1. A Loan Modification Program - 00:30

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

2. Pharmaceutical Buyout - 00:27

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

3. Unemployment Rate Analysis - 00:27

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

4. Home Construction and the Housing Market - 00:24

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

5. Federal Open Market Committee Report - 00:29

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

6. Regulatory Reform Testimony - 00:25 new

Lesson Objectives	Understanding the general sense of a short document about a legal matter
Vocabulary Themes	- Law & justice - Finance - Power - Description and characterization

Insurance & Financial Services – Document Lessons - 01:21

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.

1. Certificate of Insurance - 00:28

Lesson Objectives	- Understanding a Banking & Insurance document
Vocabulary Themes	- Social security & insurance (insurance broker, endorsement, occurrence coverage...) - Accidents & disasters (bodily injury, property damage...)

2. Promissory Note - 00:27

Lesson Objectives	- Understanding a Banking & Insurance document
Vocabulary Themes	- Finance (endorser, default, prepayment right...) - Corporate law (acceleration clause, default clause...)

3. Travel Insurance - 00:28

Lesson Objectives	- Understanding a Banking & Insurance document
Vocabulary Themes	- Social security & insurance (health plan, third party coverage, policyholder...) - Accidents & disasters (evacuation, identity theft...)

The Pharmaceutical Industry – Video Lessons – 01:51

The Language Program Document Lessons: the Pharmaceutical Industry will enable you to address subjects such as pharmaceutical research, testing, and safety. You will be able to understand relatively short Associated Press videos using specialized yet accessible vocabulary related to the pharmaceutical industry.

1. Vaccines: Interest and Investment - 00:26	
Lesson Objectives	Understanding the general sense of a short document about the pharmaceutical industry
Vocabulary Themes	- 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, ...)

2. Generic Drugs on the Rise - 00:27	
Lesson Objectives	Understanding the general sense of a short document about the pharmaceutical industry
Vocabulary Themes	- Pharmaceutical industry (patent, generic, prescription, ...) - Prices & payments (out of reach, out of pocket, copay, ...)

3. Painkiller Safety - 00:28	
Lesson Objectives	Understanding the general sense of a short document about the pharmaceutical industry
Vocabulary Themes	- Pharmaceutical industry (acetaminophen, to overdose, painkiller, ...) - Laws & regulations (to cap, to order, limit, ...)
Grammar	- Compound adjectives

4. Pharmaceutical Buyout - 00:27	
Lesson Objectives	Understanding the general sense of a short document about the pharmaceutical industry
Vocabulary Themes	- Pharmaceutical industry (biopharmaceutical, patent, prescription, ...) - Finance (asset, revenue, investment, ...) - Description and characterization (counter to, promising, rival, ...)

5. Autism Ruling - 00:24	
Lesson Objectives	Understanding the general sense of a short document about the pharmaceutical industry
Vocabulary Themes	- Health problems & diseases - Logic & reasoning - Legal procedures - Pharmaceutical industry

new

The Pharmaceutical Industry – Document Lessons – 02:16

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.

1. Pharmaceutical Case Study - 00:28	
Lesson Objectives	- Understanding a Pharmaceutical document
Vocabulary Themes	- Treatment, care, & medical procedures (analgesic, antibiotic, antigen...) - Health problems & diseases (allergy, contagious, meningitis...)

2. Patient Package Insert - 00:27	
Lesson Objectives	- Understanding a Pharmaceutical document
Vocabulary Themes	- Treatment, care, & medical procedures (to purge, to relieve...) - Medication (hormone, suppository...) - Health problems & diseases (allergic reaction, drowsiness...)

3. Clinical Trial - 00:28	
Lesson Objectives	- Understanding a Pharmaceutical document
Vocabulary Themes	- Medicine (ethical code, therapeutic...) - Scientific research (double-blind study, phase I trial...)

4. Fact Sheet - 00:28	
Lesson Objectives	- Understanding a Pharmaceutical document
Vocabulary Themes	- Health problems & diseases (arthritis, cardiovascular, osteoporosis...) - Treatment, care, & medical procedures (care, generic...) - Pharmaceutical industry (FDA-approved, pipeline...)

5. Press Release - 00:28	
Lesson Objectives	- Understanding a Pharmaceutical document
Vocabulary Themes	- Health problems & diseases (asthma, flare-up...) - Treatment, care, & medical procedures (to dispense, ointment...) - Scientific research (to modulate, safety profile...)

Medicine & Health – Video Lessons - 04:46

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.

1. Cancer Testing: A Promising Method - 00:26	
Lesson Objectives	Understanding the general sense of a short document about medical care
Vocabulary Themes	- Treatment, care, & medical procedures (to screen, cell count, aggressive, ...) - Intellect (to predict, to analyze, to evaluate, ...)
Grammar	- 'May' - 'Might'

2. Salmonella Outbreak - 00:28	
Lesson Objectives	Understanding the general sense of a short document about illnesses and treatments
Vocabulary Themes	- Health problems & diseases (bacteria, to sicken, cramp, ...) - Warnings (to protect, to discourage, precaution, ...)
Grammar	- 'To remember' - 'To remind'

3. Sixteen Weeks Premature - 00:28	
Lesson Objectives	Understanding the general sense of a short document about medicine and health
Vocabulary Themes	- Weight (to weigh, pound, ounce, ...) - Medicine (C-section, incubator, due date, ...)

4. Medical Innovations - 00:24	
Lesson Objectives	Understanding the general sense of a short document about medical technology
Vocabulary Themes	- Organs (lymph, gland, node, ...) - Treatment, care, & medical procedures (graft, to diagnose, invasive, ...) - Chemistry (polymer, to harden, to convert, ...)

5. Angioplasty Alternatives - 00:28	
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Lesson Objectives	Understanding the general sense of a short document about medical procedures
Vocabulary Themes	<ul style="list-style-type: none"> - 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

6. High-Tech Hospital for Animals - 00:24

Lesson Objectives	Understanding the general sense of a short document about medical care
Vocabulary Themes	<ul style="list-style-type: none"> - 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, ...)

7. Wearable Health Sensors - 00:25

Lesson Objectives	Understanding the general sense of a short document about medical technology
Vocabulary Themes	<ul style="list-style-type: none"> - Medicine (pacemaker, epilepsy, abdomen, ...) - Appearance of an object (bulky, rigid, stretchable, ...) - Communication (warning, to report, to alert, ...) - Electronics industry (to embed, sensor, transmitter, ...)

8. Split-Liver Transplant - 00:26

Lesson Objectives	Understanding the general sense of a short document about medical procedures
Vocabulary Themes	<ul style="list-style-type: none"> - Surgery (transplant, to slice, recipient, ...) - Assessment of a situation (to accommodate, stable, to green-light, ...)
Grammar	- Compound adjectives

9. Pandemic Readiness - 00:27

Lesson Objectives	Understanding the general sense of a short document about illnesses and treatments
Vocabulary Themes	<ul style="list-style-type: none"> - 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

10. Accessibility Lab - 00:27

Lesson Objectives	Understanding the general sense of a short document about technology
Vocabulary Themes	<ul style="list-style-type: none"> - IT development & programming (to scan, feature, to implement, ...) - Health problems & diseases (paralysis, disability, eyesight, ...) - Intellect (to click, proficient, discerning, ...)
Grammar	- Diplomatic constructions

11. Diabetes: An Opportunity - 00:23

Lesson Objectives	Understanding the general sense of a short document about illnesses and treatments
Vocabulary Themes	<ul style="list-style-type: none"> - Opportunities - Medicine - Scientific research



Medicine & Health - General Anatomy - 06:15

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

1. Throughout the Body - 00:34

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

2. Head and Neck - 00:36

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

3. The Face - 00:37

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

4. Back and Torso - 00:35

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

5. 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, ...)

6. Hands and Feet - 00:36

Overall Objective	- Understanding specialized vocabulary related to general anatomy
Targeted Skills	- Reading
Lexical Groups	- Human body (foot, pinkie, phalanx, ...)

7. Podiatry: Anatomy of the Foot - 00:34

Overall Objective	- Understanding specialized vocabulary related to the anatomy of the human foot
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Lexical Groups	- Human body - The skeletal system
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8. Organs and Their Parts - 00:34

Overall Objective	- Understanding specialized vocabulary related to general anatomy
Targeted Skills	- Reading
Lexical Groups	- Human body (stomach, kidney, diaphragm, ...)

9. Circulation - 00:32

Overall Objective	- Understanding specialized vocabulary related to general anatomy
Targeted Skills	- Reading
Lexical Groups	- Human body (blood, heart valve, myocardium, ...)

10. Reproduction - 00:31

Overall Objective	- Understanding specialized vocabulary related to general anatomy
Targeted Skills	- Reading
Lexical Groups	- Human body (ovary, prostate, cervix, ...)

Medicine & Health – Major Organ Systems – 09:34
 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.

1. 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, ...)

2. 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, ...)

3. 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, ...)
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4. 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, ...)

5. 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, ...)

6. 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, ...)

7. 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, ...)

8. 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, ...)

9. 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, ...)

10. 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, ...)

Medicine & Health – Medical Research Documents – 02:51

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.

1. Scientific Writing - 00:30

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

2. 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

3. Medical Research: Material and Methods - 00:26

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

4. 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

5. 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

new

6. 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

new

Medicine & Health - Patient Care - 12:06

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.

1. 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

2. 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

3. 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

4. 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

5. 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

6. 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

new

7. 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

new

8. 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

9. 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

new

10. 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

new

11. Pain Assessment - 00:29	
Overall Objective	- Understanding specialized vocabulary related to pain assessment
Targeted Skills	- Reading - Listening
Lexical Groups	- Description and characterization

12. Pain Management - 00:27	
Overall Objective	- Understanding specialized vocabulary related to pain management

Targeted Skills	- Reading - Listening
Lexical Groups	- Medication - Treatment, care, & medical procedures

13. 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

14. 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

new

15. 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

new

16. 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

17. 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

new

18. Preventive Care - 00:29	
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new

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

19. 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

20. 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

21. 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

22. 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

23. 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

Medicine & Health – Practices & Procedures – 06:02

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.

1. Admission to the ER - 00:24	
Overall Objective	- Understanding specialized vocabulary related to ER admissions and procedures
Targeted Skills	- Reading - Listening
Lexical Groups	- Treatment, care, & medical procedures - Places where medicine is practiced - Medical equipment - Description and characterization - Careers in health

2. Hospital Instruments and Hygiene - 00:26	
Overall Objective	- Understanding specialized vocabulary related to common hospital instruments and hygiene procedures
Targeted Skills	- Reading
Lexical Groups	- Hygiene - Medical equipment - Description and characterization

3. Drug Administration - 00:36	
Overall Objective	- Understanding specialized vocabulary related to drug administration and dosage
Targeted Skills	- Reading - Listening
Lexical Groups	- Treatment, care, & medical procedures - Medication

4. Blood Withdrawal and Drip Preparation - 00:31	
Overall Objective	- Understanding specialized vocabulary related to taking blood and preparing a drip
Targeted Skills	- Reading - Listening
Lexical Groups	- Treatment, care, & medical procedures - Medical equipment - The circulatory system

5. In the Operating Room - 00:30	
Overall Objective	- Understanding specialized vocabulary related to hospital operating rooms
Targeted Skills	- Reading
Lexical Groups	- Medical equipment - Treatment, care, & medical procedures - Surgery

6. 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



7. Childbirth Procedure - 00:42	
Overall Objective	- Understanding specialized vocabulary related to childbirth

Targeted Skills	- Reading - Listening
Lexical Groups	- Treatment, care, & medical procedures - Health problems & diseases - Careers in health - Human body

8. Ultrasound Scans - 00:30



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

9. Medical Imaging: Techniques and Risks - 00:30



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

10. 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

Industry & Manufacturing – 01:33

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.

1. Algae: A Fuel Alternative - 00:24



Overall Objective	- Understanding the general sense of a short document about fuel and energy sources
Vocabulary Themes	- Energy industry

2. Coal's Journey from Mine to Sea - 00:24



Overall Objective	- Understanding the general sense of a short document about industry
Vocabulary Themes	- Industry

3. Inside a Factory - 00:23



Overall Objective	- Understanding the general sense of a short document about industry
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Vocabulary Themes	- Industry
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4. London Taxis Made in China - 00:22	
Overall Objective	- Understanding the general sense of a short document about industry
Vocabulary Themes	- Development & expansion - Industry

new

Law & Justice – 02:50

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.

1. International Court Conviction - 00:25	
Overall Objective	- Understanding the general sense of a short document about a legal matter
Vocabulary Themes	- Legal procedures - Criminal law - Description and characterization

2. A Long Legal Battle - 00:24	
Overall Objective	- Understanding the general sense of a short document about a legal matter
Vocabulary Themes	- Legal procedures

new

3. An Alleged Conspiracy - 00:23	
Overall Objective	- Understanding the general sense of a short document about a legal matter
Vocabulary Themes	- Law & justice

new

4. Regulatory Reform Testimony - 00:25	
Overall Objective	- Understanding the general sense of a short document about a legal matter
Vocabulary Themes	- Law & justice - Finance - Power - Description and characterization

new

5. Autism Ruling - 00:24	
Overall Objective	- Understanding the general sense of a short document about the pharmaceutical industry
Vocabulary Themes	- Health problems & diseases - Logic & reasoning - Legal procedures - Pharmaceutical industry

new

6. Foreclosure Proceedings - 00:25	
Overall Objective	- Understanding the general sense of a short document about a legal matter
Vocabulary Themes	- Law & justice

new

new

7. Accusations in California - 00:23	
Overall Objective	- Understanding the general sense of a short document about industry
Vocabulary Themes	- Law & justice - Public administration

The Hospitality Industry – Video Lessons - 01:20
 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.

1. Supersized Hotels - 00:27	
Lesson Objectives	Understanding the general sense of a short document about the hotel industry
Vocabulary Themes	- The hotel & restaurant trade (to accommodate, resort, bathrobe, ...) - Marketing & communication (niche market, to cater to, to attract, ...)
Grammar	- Adverbs of degree

2. Cruising the Seas on the World's Biggest Ship - 00:26	
Lesson Objectives	Understanding the general sense of a short document about the tourism industry
Vocabulary Themes	- Sea & river transportation (deck, passenger, to accommodate, ...)
Grammar	- The place of 'even'

3. Smart Restaurants: Tables and Tablets - 00:27	
Lesson Objectives	Understanding the general sense of a short document about the restaurant industry
Vocabulary Themes	- The hotel & restaurant trade (to split, check, service, ...) - Value judgment (accurate, efficient, helpful, ...)
Grammar	- Irregular verbs

The Hospitality Industry - Dining & Catering Services - 05:02
 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.

1. Cafeteria - 02:24	
Lesson Objectives	- Asking about the cafeteria's services & opening hours
Vocabulary Themes	- The hotel & restaurant trade (booth, menu, table...) - Food (beef, chicken, dessert...) - Meals (meal, break, snack...) - Description - qualification (a little, a lot, busy...)

2. Banquet - 02:39	
Lesson Objectives	- Setting up for a banquet
Vocabulary Themes	- The hotel & restaurant trade (chair, cover, dolly...) - Meals (bowl, centerpiece, condiment...)

The Hospitality Industry - Guest Services - 08:21

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.

1. General Vocabulary - 03:13

Lesson Objectives	- Communicating information & directions to guests
Vocabulary Themes	<ul style="list-style-type: none"> - 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...)

2. Public Areas - 02:36

Lesson Objectives	- Understanding the importance of maintaining public areas
Vocabulary Themes	<ul style="list-style-type: none"> - 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...)

3. Service Culture - 02:33

Lesson Objectives	- Understanding the concept of customer service and the importance of the resort's image
Vocabulary Themes	<ul style="list-style-type: none"> - 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 - 02:17

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.

1. White House Construction - 00:27

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

2. Straw: An Eco-Friendly Construction Material - 00:28

Lesson Objectives	Understanding the general sense of a short document about construction materials
Vocabulary Themes	- Construction industry (plumbing, unit, waterproof, ...) - Building materials (clay, plaster, stucco, ...) - Value judgment (critical, paramount, tremendous, ...)
Grammar	- Diplomatic constructions

3. A Dynamic Skyscraper - 00:29

Lesson Objectives	Understanding the general sense of a short document about the building industry
Vocabulary Themes	- 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

4. Home Construction and the Housing Market - 00:25

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

5. Home Recycling - 00:27

Lesson Objectives	Understanding the general sense of a short document about the building industry
Vocabulary Themes	- 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 - 01:58

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.

1. A Clean Energy Revolution - 00:29

Lesson Objectives	Understanding the general sense of a short document about energy technology
Vocabulary Themes	- Energy industry (grid, cell, kilowatt, ...) - Value judgment (notable, attractive, reliable, ...)

2. Fuel Efficiency - 00:31

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

3. Natural Gas Speculation - 00:28	
Lesson Objectives	Understanding the general sense of a short document about fuel and energy sources
Vocabulary Themes	- Natural resources (well, natural gas, to extract, ...) - Geology (formation, shale, underground, ...) - Economics (to lease, royalties, wealth, ...)

4. Wave Energy - 00:27	
Lesson Objectives	Understanding the general sense of a short document about energy technology
Vocabulary Themes	- Types of energy (generator, consumption, turbine, ...) - Volume and dimensions (to compress, volume, to force, ...)

5. Algae: A Fuel Alternative - 00:24	
Overall Objective	- Understanding the general sense of a short document about fuel and energy sources
Targeted Skills	- Reading - Listening
Vocabulary Themes	- Energy industry



Computers & IT – Video Lessons - 03:07

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.

1. Social Networks - 00:28	
Lesson Objectives	Understanding the general sense of a short document about technology
Vocabulary Themes	- Internet (home page, feed, to update, ...) - Appearance of an object (to design, bare bones, layout, ...)

2. Windows Makeover - 00:26	
Lesson Objectives	Understanding the general sense of a short document about computer systems and software
Vocabulary Themes	- IT environment & system (to upgrade, support, functionality, ...)

3. Accessibility Lab - 00:27	
Lesson Objectives	Understanding the general sense of a short document about technology
Vocabulary Themes	- IT development & programming (to scan, feature, to implement, ...) - Health problems & diseases (paralysis, disability, eyesight, ...) - Intellect (to click, proficient, discerning, ...)
Grammar	- Diplomatic constructions

4. Cybersecurity - 00:28	
Lesson Objectives	Understanding the general sense of a short document about information security
Vocabulary Themes	- IT development & programming (spyware, network, cyberspace, ...) - Public administration (bureaucratic, to oversee, purview, ...)
Grammar	- Reported speech

5. Robotic Helicopters Mimic Flights - 00:25	
Lesson Objectives	Understanding the general sense of a short document about flight technology
Vocabulary Themes	<ul style="list-style-type: none"> - 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, ...)

6. Wearable Health Sensors - 00:25	
Lesson Objectives	Understanding the general sense of a short document about medical technology
Vocabulary Themes	<ul style="list-style-type: none"> - Medicine (pacemaker, epilepsy, abdomen, ...) - Appearance of an object (bulky, rigid, stretchable, ...) - Communication (warning, to report, to alert, ...) - Electronics industry (to embed, sensor, transmitter, ...)

7. Wireless Memory Cards - 00:25	
Lesson Objectives	Understanding the general sense of a short document about technology
Vocabulary Themes	<ul style="list-style-type: none"> - IT (digital, encryption, to upload, ...) - IT equipment (router, slot, to plug into, ...)

Marketing & Advertising – Video Lessons - 01:24

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.

1. Times Square’s Newest Name - 00:28	
Lesson Objectives	Understanding the general sense of a short document about the advertising industry
Vocabulary Themes	<ul style="list-style-type: none"> - Marketing & communication (billboard, profile, to tap, ...) - Finance (to hold, to buy into, to spend, ...)
Grammar	- The article and geographical names

2. Trade Show Marketing Strategies - 00:27	
Lesson Objectives	Understanding the general sense of a short document about marketing
Vocabulary Themes	<ul style="list-style-type: none"> - Marketing & communication (to exhibit, giveaway, pitch, ...) - Companies (founder, franchisee, professional, ...)

3. L.A.’s Signage Sprawl - 00:28	
Lesson Objectives	Understanding the general sense of a short document about the advertising industry
Vocabulary Themes	<ul style="list-style-type: none"> - Marketing & communication (signage, to promote, supergraphic, ...) - Laws & regulations (misdemeanor, charges, to ban, ...)

Telecommunications – Video Lessons - 01:22

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.

1. GPS and Broadband: At Odds? - 00:27	
Lesson Objectives	Understanding the general sense of a short document about telecommunications infrastructures
Vocabulary Themes	- 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

2. Communication Technology: A Look Back - 00:27	
Lesson Objectives	Understanding the general sense of a short document about the telecommunications industry
Vocabulary Themes	- Telecommunications & the postal system (flip phone, antenna, mobile, ...) - Qualifiers of time and age (cutting-edge, dated, eventually, ...) - Description and characterization (commonplace, fictional, typical, ...)

3. On the Road to a Smart Society - 00:28	
Lesson Objectives	Understanding the general sense of a short document about the telecommunications industry
Vocabulary Themes	- Telecommunications & the postal system (smart, connectivity, handheld, ...)
Grammar	- Use of the past participle as an adjective

Airlines & Aerospace – Video Lessons - 02:37

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.

1. The Plastic Plane's First Flight - 00:26	
Lesson Objectives	Understanding the general sense of a short document about the aerospace industry
Vocabulary Themes	- Aeronautical industry (jet, cabin, airborne, ...) - Material (composite, plastic, aluminum, ...) - Maintenance and functioning (testing, glitch, check, ...)

2. Paperless Boarding - 00:27	
Lesson Objectives	Understanding the general sense of a short document about airlines and airports
Vocabulary Themes	- Security & defense (checkpoint, secure, to ensure, ...) - Air transportation (to check in, boarding pass, counter, ...)
Grammar	- The notion of means

3. Fantastic Folding Plane - 00:25	
Lesson Objectives	Understanding the general sense of a short document about the aerospace industry
Vocabulary Themes	- Aeronautical industry (amphibious, altitude, visibility, ...) - Development & expansion (brainchild, sketch, to improve, ...)
Grammar	- Placement of 'enough'

4. Robotic Helicopters Mimic Flights - 00:25

Lesson Objectives	Understanding the general sense of a short document about flight technology
Vocabulary Themes	- 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, ...)

5. GPS Air Traffic System - 00:27

Lesson Objectives	Understanding the general sense of a short document about flight technology
Vocabulary Themes	- Aeronautical industry (radar, runway, carrier, ...) - Value judgment (accurate, precise, reliable, ...)

6. Ultrafast Helicopters - 00:27

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

Luxury Goods & the Retail Sector – Video Lessons - 01:34

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.

1. China's Luxury Shopper - 00:23

Lesson Objectives	Understanding the general sense of a short document about the luxury market
Vocabulary Themes	- Description of a personality - Description of results - Businesses - Economics



2. Holiday Shopping - 00:25

Lesson Objectives	Understanding the general sense of a short document about retail sales
Vocabulary Themes	- Description of time - Marketing & communication - Description of results - Management & accounting



3. Luxury Shopping in a Tough Economy - 00:22

Lesson Objectives	Understanding the general sense of a short document about the luxury market
Vocabulary Themes	- Sales - Finance - Economics



6. Fashion Brands in Superstores - 00:24

Lesson Objectives	Understanding the general sense of a short document about retail sales
Vocabulary Themes	- Fashion & clothing



Military & Defense – Video Lessons - 01:20

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.

1. Shipping Squads from Sea to Shore - 00:26

Lesson Objectives	Understanding the general sense of a short document about military technology
Vocabulary Themes	- 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

2. Detection Hardware - 00:26

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

3. Ultrafast Helicopters - 00:27

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

4. Naval Drones in Pursuit - 00:25

Lesson Objectives	Understanding the general sense of a short document about flight technology
Vocabulary Themes	- The military - Electronics industry - Defense equipment & supplies



Government & the Public Sector – Video Lessons - 01:33

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.

1. Mayor's Election Victory Speech - 00:22

Lesson Objectives	Understanding the general sense of a short document about politics and elections
Vocabulary Themes	- Elections - Resolution & handling of problems - Politics



2. Federal Government Jobs - 00:23

Lesson Objectives	Understanding the general sense of a short document about the public sector
Vocabulary Themes	- Description of a person - Human resources - Measurements



3. New York Term Limits - 00:25



Lesson Objectives	Understanding the general sense of a short document about politics and elections
Vocabulary Themes	- Politics

4. Canine Political Action Committee - 00:24



Lesson Objectives	Understanding the general sense of a short document about politics and elections
Vocabulary Themes	- Politics

Education – Video Lessons - 01:12
 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.

1. Chemistry Kids - 00:24



Lesson Objectives	Understanding the general sense of a short document about teaching and learning
Vocabulary Themes	- Education - Exact & applied sciences - Natural sciences

2. Classroom Clickers - 00:25



Lesson Objectives	Understanding the general sense of a short document about educational practices and policies
Vocabulary Themes	- Schools - Training & knowledge

3. Charter School - 00:23



Lesson Objectives	Understanding the general sense of a short document about educational practices and policies
Vocabulary Themes	- Education

The Natural Sciences – Video Lessons - 01:09
 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.

1. Chemistry Kids - 00:24



Lesson Objectives	Understanding the general sense of a short document about teaching and learning
Vocabulary Themes	- Education - Exact & applied sciences - Natural sciences

2. A Powerful Laser for Clean Energy - 00:23



Lesson Objectives	Understanding the general sense of a short document about physics
Vocabulary Themes	- Physics - Security & defense - Value judgment



3. Liquid Scanners - 00:22

Lesson Objectives	Understanding the general sense of a short document about the natural sciences
Vocabulary Themes	<ul style="list-style-type: none">- Natural sciences- Scientific research- Transportation

Specialized Vocabulary Files – All Levels

Marketing & the Advertising Industry - 00:30

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.

Advertising and Marketing – 5 Vocabulary Files

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

IT - 00:30

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

IT – 5 Vocabulary Files

Overall Objective	- Understanding specialized vocabulary related to information technology
Targeted Skills	- Reading
Lexical Groups	- IT (mail merge, optical character recognition, removable medium, ...)

The Aerospace Industry -Air Crew & Ground Staff - 01:18

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.

Air Crew and Ground Staff – 13 Vocabulary Files

Overall Objective	- 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 - 01:36

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.

Air Navigation – 16 Vocabulary Files

Overall Objective	- 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 - 01:36

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.

The Space Flight – 16 Vocabulary Files

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

Architecture & the Building Industry - 01:54

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.

Architecture and Construction – 19 Vocabulary Files

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

Banking & Finance - 00:30

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.

Banking and Finance – 5 Vocabulary Files

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

State & Local Government - 01:54

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

Local and Regional Authorities – 19 Vocabulary Files

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

Humanitarian Medicine - 01:48

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.

Medical, Humanitarian & Peacekeeping Missions – 18 Vocabulary Files

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

The Security & Defense Industries - Military & Joint Forces - 02:00

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.

Military and Joint Forces – 20 Vocabulary Files

Overall Objective	- 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 - 02:06

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.

Security – 21 Vocabulary Files

Overall Objective	- Understanding specialized vocabulary related to safety and security
Targeted Skills	- Reading
Lexical Groups	- Security & defense (fault, fireproofing, fracture, ...)

The Travel Industry - Plane Travel - 00:36

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.

1. Flight Reservations – 1 Vocabulary File

Overall Objective	- Understanding specialized vocabulary related to plane travel
Targeted Skills	- Reading
Lexical Groups	- Travel, tourism (booking, airfare, layover, ...)

2. Schedules and Itineraries – 1 Vocabulary File

Overall Objective	- Understanding specialized vocabulary related to plane travel
Targeted Skills	- Reading
Lexical Groups	- Traffic (bound for, nonstop, delay, ...)

3. The Flight – 1 Vocabulary File

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

4. Flight Safety – 1 Vocabulary File

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

5. Luggage – 1 Vocabulary File

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

6. Travel Documents and Formalities – 1 Vocabulary File

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

The Travel Industry - The Airport - 01:24

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.

The Airport – 14 Vocabulary Files

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

Environment & Meteorology - Environmental Issues - 0:18

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.

Environmental Issues – 3 Vocabulary Files

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

Environment & Meteorology - Meteorology - 01:42

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

Meteorology – 17 Vocabulary Files

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

Business Ethics - Politics & the Economy - 00:18

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.

1. Global Politics – 1 Vocabulary File

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

2. Global Economics - 1 Vocabulary File

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

3. International Relations - 1 Vocabulary File

Overall Objective	- Understanding specialized vocabulary related to globalization
Targeted Skills	- Reading
Lexical Groups	- Economics (debt relief, fair trade, tiered pricing, ...)

Business Ethics – Society & the Environment - 00:12

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.

1. Global Society - 1 Vocabulary File

Overall Objective	- Understanding specialized vocabulary related to globalization
Targeted Skills	- Reading
Lexical Groups	- Civilization (acculturation, civil society, humanitarian, ...) - Medicine (epidemic, genetic engineering, health expenditure, ...)

2. Environment: Global Issues - 1 Vocabulary File

Overall Objective	- Understanding specialized vocabulary related to globalization
Targeted Skills	- Reading
Lexical Groups	- Environment & ecology (agribusiness, biodiversity, climate change, ...)

Business Ethics - Ethics & Fair Trade - 00:24

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.

Ethics and Fair Trade – 6 Vocabulary Files

Overall Objective	- 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 - 09:43

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.

1. Greetings - 00:41

Vocabulary Themes	- Greetings & introductions (fine, hello, hi...)
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2. The Alphabet - 01:04

Vocabulary Themes	- Communication (letter, A, B, C... Z...)
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3. Introductions - 00:56

Vocabulary Themes	- Greetings & introductions (Mr., Ms., first name...)
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4. Age - 01:00

Vocabulary Themes	- Description of a person (how old, to be x years old...) - Numbers (one, two, three... thirty...)
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5. Countries - 01:01

Vocabulary Themes	- Names of countries (Brazil, China, Colombia...) - Names of administrative divisions of countries (California, Florida, New York...)
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6. Nationalities - 01:04

Vocabulary Themes	- Nationalities (American, Brazilian, Chinese...)
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7. Occupations - 01:04

Vocabulary Themes	- Professions (bank teller, bus driver, dentist...) - Students (student...)
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8. My Family - 01:01

Vocabulary Themes	- Family and entourage (mother, father, sister...)
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9. Pets - 00:50

Vocabulary Themes	- The animal kingdom (cat, dog, goldfish...)
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10. Review - 01:03	
Vocabulary Themes	<ul style="list-style-type: none"> - 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 - 09:59

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.

1. The Body - 01:01	
Vocabulary Themes	- Human body (hand, eye, mouth...)

2. Clothes - 01:03	
Vocabulary Themes	<ul style="list-style-type: none"> - Fashion & clothing (skirt, pants, dress...) - Color (red, orange, yellow...) - Shape (long, short...)

3. Appearance - 01:03	
Vocabulary Themes	<ul style="list-style-type: none"> - Physical description (tall, short, long...) - Color (blue, brown, gray...)

4. Feelings - 01:03	
Vocabulary Themes	<ul style="list-style-type: none"> - Feelings (happy, sad, angry...) - A person's physical & mental state (tired, sick, hot...)

5. Likes and Dislikes - 01:01	
Vocabulary Themes	- Leisure (animal, book, computer...)

6. Activities - 01:03	
Vocabulary Themes	<ul style="list-style-type: none"> - Athletic activities (baseball, basketball, football...) - Leisure (chess, piano, guitar...)

7. Days of the Week - 00:53	
Vocabulary Themes	<ul style="list-style-type: none"> - Days of the week (Monday, Tuesday, Wednesday...) - Division of time (day, week, weekend...)

8. The Date - 00:57	
Vocabulary Themes	<ul style="list-style-type: none"> - Months (January, February, March...) - Ordinal numbers (first, second, third... thirty-first...)

9. The Office - 00:59	
Vocabulary Themes	<ul style="list-style-type: none"> - Situation of something in space (in, on, under...) - Stationary (pen, paper, notebook...) - Furniture (chair, desk, computer...)

10. Review - 00:57	
Vocabulary Themes	<ul style="list-style-type: none"> - 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 - 32:28

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.

1. Introductions - 02:10	
Lesson Objectives	Greet someone, introduce yourself, ask their name, inquire about their profession and family life.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Common expressions - Greetings, being polite Family, Identity, Social Life <ul style="list-style-type: none"> - Identity - Social life Judgment and Opinion <ul style="list-style-type: none"> - Agreement, disagreement - Appraisal Work Environment <ul style="list-style-type: none"> - Corporate life
Grammar	Definite and indefinite articles The difference between “a” and “an” The verb “to be” The verb “to have”

2. The Family - 02:37	
Lesson Objectives	Describe someone's physical appearance and personality. Introduce your family.
Vocabulary Themes	The Human Body <ul style="list-style-type: none"> - Physical description Family, Identity, Social Life <ul style="list-style-type: none"> - Family life - Age, stages of life Personality and Feelings
Grammar	Possessive adjectives The plural Contraction of "to be" Questions without interrogative words

3. Going on Vacation - 02:41	
Lesson Objectives	Talk about public transportation, make vacation plans, tell time and learn the days of the week.
Vocabulary Themes	Defining Space <ul style="list-style-type: none"> - Distance - Movements, moving - Indicating a place Time <ul style="list-style-type: none"> - Schedule - Times of day - Days of the week - The present
Grammar	Prepositions of time Time "How long" "There is" - "There are"

4. A City Tour - 02:55	
Lesson Objectives	Learn vocabulary dealing with urban settings. Ask for prices and order a drink.
Vocabulary Themes	Economy and Trade <ul style="list-style-type: none"> - Buying, selling - Cost, payment Defining Space <ul style="list-style-type: none"> - Indicating a place Games, Leisure and Entertainment <ul style="list-style-type: none"> - Places Shopping <ul style="list-style-type: none"> - Stores Cities and Towns <ul style="list-style-type: none"> - Places and buildings - Public places
Grammar	Interrogative words Demonstratives Prepositions of place "Here" - "There"

5. Introducing Oneself - 02:29	
Lesson Objectives	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.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Greetings, being polite Family, Identity, Social Life <ul style="list-style-type: none"> - 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"

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

7. Descriptions - 01:43	
Lesson 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.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Comparison The Human Body <ul style="list-style-type: none"> - Physical description - Head and face Objects <ul style="list-style-type: none"> - Colors - Descriptive terms - Size Family, Identity, Social Life <ul style="list-style-type: none"> - Age, stages of life - Personal details Vacations and Traveling <ul style="list-style-type: none"> - Hotels
Grammar	The negative form "Can.:" perception and knowledge Object pronouns Definite and indefinite articles Time Prepositions of time

8. Numbers & Letters - 02:07	
Lesson Objectives	Learn how to describe where you are, to describe the positions of the body (<i>to sit, to stand, to kneel</i>). Learn numbers and how to formulate a simple arithmetical problem and its solution. Learn the alphabet and how to spell words.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Comparison - Awareness, memories, forgetting - Thinking, debating, explaining - Oral communication Education <ul style="list-style-type: none"> - Learning and knowledge - Language, reading and writing Defining Space <ul style="list-style-type: none"> - Indicating a place Measurements and Quantities <ul style="list-style-type: none"> - Figures and numbers Science and Industry <ul style="list-style-type: none"> - 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"

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

10. Dates & Times - 02:25	
Lesson 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).
Vocabulary Themes	Time <ul style="list-style-type: none"> - 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

11. Objects & Animals - 02:31	
Lesson Objectives	Find out the names of everyday objects (<i>office furniture, stationery</i>) and describe where they are. Learn the names of some animals.
Vocabulary Themes	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

12. Adjectives - 01:37	
Lesson Objectives	Learn new attributive adjectives. Describe yourself and some objects in detail.
Vocabulary Themes	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"

13. Vacation Plans - 02:22	
Lesson Objectives	Make reservations for a vacation. Set the vacation length and dates. Book a vacation home and describe it (<i>rooms, kitchen, and bathroom</i>). Learn basic vocabulary for furniture.
Vocabulary Themes	Objects <ul style="list-style-type: none"> - Descriptive terms Defining Space <ul style="list-style-type: none"> - Distance - Location Judgment and Opinion <ul style="list-style-type: none"> - General terms and impartiality Housing <ul style="list-style-type: none"> - Parts of a building - Types of accommodation - Living spaces - Real estate
Grammar	“How much” - “How many” “There is” - “There are” “How long”
14. Cultural Exercises - 00:07	
Lesson Objectives	Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.
15. The Summer Rental - 02:17	
Lesson Objectives	Learn how to express that something is broken or does not work. Learn basic household vocabulary (<i>appliances, cutlery, linen</i>).
Vocabulary Themes	Food <ul style="list-style-type: none"> - Cookware and kitchen utensils Housing <ul style="list-style-type: none"> - Parts of a building - Living spaces - Household appliances - Linens - Furniture
Grammar	The affirmative imperative The negative imperative Past interrogatives
16. Grocery Shopping - 02:14	
Lesson Objectives	Learn what to ask when grocery shopping. Ask for advice on ingredients and cooking.
Vocabulary Themes	Food <ul style="list-style-type: none"> - Food preparation - Preparing and enjoying a meal - Different meals - Courses Economy and Trade <ul style="list-style-type: none"> - Buying, selling Shopping <ul style="list-style-type: none"> - Stores
Grammar	“The simple present and the “present continuous “Should” and “ought to:” advice “Too” - “Too much”

14. The Supermarket - 02:02	
Lesson Objectives	Learn vocabulary related to the supermarket and groceries.
Vocabulary Themes	Food <ul style="list-style-type: none"> - Drinks - Preparing and enjoying a meal Economy and Trade <ul style="list-style-type: none"> - Business and commerce Finance and Insurance <ul style="list-style-type: none"> - Accounting Shopping <ul style="list-style-type: none"> - Stores
Grammar	"Some" - "Any" "Not . . . either" Use of the pronoun "one"

Intermediate - A2

All skills - 13:37

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.

1. Weather Report - 01:53

Lesson Objectives	Ask questions about the weather forecast and name the days of the week. Learn the different weather conditions.
Vocabulary Themes	Weather <ul style="list-style-type: none"> - Cold, snow - Wind, sky - Temperature and heat - Rain, storms - Sun, heat
Grammar	Construction of the past tense Question tags “The same . . . as”

2. The Canoe Trip - 02:13

Lesson Objectives	Describe the weather conditions encountered in the past.
Vocabulary Themes	Defining Space <ul style="list-style-type: none"> - Movements, moving Nature and Geography <ul style="list-style-type: none"> - Natural disasters - Sun, heat - Rain, storms Weather <ul style="list-style-type: none"> - Wind, sky - Weather forecast Fashion <ul style="list-style-type: none"> - Clothes Time <ul style="list-style-type: none"> - The present - The future - The past - Seasons
Grammar	“Everybody” - “Nobody” Adverbs of time The adverb “that” “To get” + adjective

3. Vacation Time - 01:48	
Lesson Objectives	Make plans to go on vacation. Describe what you pack in your suitcases.
Vocabulary Themes	Fashion <ul style="list-style-type: none"> - Clothes - Shoes - Accessories Sea Transportation <ul style="list-style-type: none"> - Traveling by sea - Technical terms Vacations and Traveling <ul style="list-style-type: none"> - Tourist activities - Accessories Sports <ul style="list-style-type: none"> - Sporting activities
Grammar	Use of the past tense The near future: BE + ING Possessive pronouns

4. At the Shore - 01:55	
Lesson Objectives	Learn vocabulary related to beach vacations (<i>beach, lotion, life jackets</i>).
Vocabulary Themes	Sea Transportation <ul style="list-style-type: none"> - Traveling by sea Vacations and Traveling <ul style="list-style-type: none"> - Accessories Sports <ul style="list-style-type: none"> - Clothing and accessories - Sporting activities Nature and Geography <ul style="list-style-type: none"> - Water - Minerals Fashion <ul style="list-style-type: none"> - Clothes
Grammar	Construction of compound nouns Use of "so" to express a goal "Also" - "As well" - "Too"

5. Free Time - 02:13	
Lesson Objectives	Describe your tastes in music and other leisure activities. Talk about your plans to go out.
Vocabulary Themes	Time <ul style="list-style-type: none"> - Holidays Family, Identity, Social Life <ul style="list-style-type: none"> - Social life The Arts <ul style="list-style-type: none"> - Music - Movies - Singing - Theater Personality and Feelings <ul style="list-style-type: none"> - Tastes Games, Leisure and Entertainment <ul style="list-style-type: none"> - Leisure activities
Grammar	Use of the present conditional "Regular superlatives "Irregular superlatives

6. At the Lake - 01:40	
Lesson Objectives	State your likes and dislikes (<i>to love, to hate</i>). Learn general vocabulary about leisure activities, such as an outing at the lake.
Vocabulary Themes	Games, Leisure and Entertainment <ul style="list-style-type: none"> - Leisure activities Sports <ul style="list-style-type: none"> - Sporting activities - Clothing and accessories The Arts <ul style="list-style-type: none"> - Music Vacations and Traveling <ul style="list-style-type: none"> - Tourist activities Family, Identity, Social Life <ul style="list-style-type: none"> - Social life
Grammar	“Can” - “Could” - “To be able to” “The present subjunctive Irregular comparatives

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

8. Arrival in New York - 01:41	
Lesson 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.
Vocabulary Themes	Air and Rail Transportation <ul style="list-style-type: none"> - Places - Baggage - Traveling by train or plane - Departure and arrival Nature and Geography <ul style="list-style-type: none"> - World geography - Countries, nationalities, languages Communication and Intellect <ul style="list-style-type: none"> - Oral communication - Obtaining information Cities and Towns <ul style="list-style-type: none"> - Places and buildings - Public places Transportation Terms <ul style="list-style-type: none"> - 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

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

Proficient - B1

All skills - 30:22

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.

1. Breakfast Menus - 02:24

Lesson Objectives	Order breakfast and ask the waiter questions. Learn basic breakfast vocabulary.
Vocabulary Themes	Food <ul style="list-style-type: none"> - Preparing and enjoying a meal - Different meals Communication and Intellect <ul style="list-style-type: none"> - Choices and decisions Family, Identity, Social Life <ul style="list-style-type: none"> - Social life
Grammar	“The simple present and the “present continuous ““Would like:” expressing wishes “The use and omission of “the” ““Little” - “A little” - “Much”

2. Cultural Exercises - 00:07

Lesson Objectives	Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.
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3. “Still Hungry?” - 02:23

Lesson Objectives	Send back something you ordered and order something else. Express your dissatisfaction.
Vocabulary Themes	Food <ul style="list-style-type: none"> - Drinks - Preparing and enjoying a meal - Food and cooking - Cookware and kitchen utensils Personality and Feelings <ul style="list-style-type: none"> - Tastes - Feelings
Grammar	Regular comparatives Adjectives ending in “-ing” ““Too” - “Too much” “Placement of “enough”

4. The Menu - 03:35	
Lesson Objectives	Order a meal. Name your favorite dishes, say what you do not like and learn basic food vocabulary.
Vocabulary Themes	Food <ul style="list-style-type: none"> - Drinks - Food preparation - People and professions - Courses - Eating out - Cookware and kitchen utensils Communication and Intellect <ul style="list-style-type: none"> - Choices and decisions Vacations and Traveling <ul style="list-style-type: none"> - Hotels
Grammar	"Construction of the past tense ""Also" - "As well" - "Too" "Different meanings of "all"

5. Desserts - 01:47	
Lesson Objectives	Ask questions about the dessert tray in a restaurant. Order dessert and ask for the bill.
Vocabulary Themes	Food <ul style="list-style-type: none"> - Drinks - Types of food - Food preparation - Preparing and enjoying a meal - Different meals - Courses - Eating out Communication and Intellect <ul style="list-style-type: none"> - Choices and decisions - Suggestion, proposal, advice Personality and Feelings <ul style="list-style-type: none"> - Feelings - Tastes
Grammar	"Use of the past tense "Use of the past participle as an adjective "Final prepositions

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

7. Window-shopping - 02:14	
Lesson Objectives	Take the bus downtown to go shopping for shoes with a friend. Give your opinion on an article.
Vocabulary Themes	Objects <ul style="list-style-type: none"> - Size - Fabrics Economy and Trade <ul style="list-style-type: none"> - Cost, payment - Negotiation - Buying, selling Fashion <ul style="list-style-type: none"> - Clothing - Shoes - Clothes Judgment and Opinion <ul style="list-style-type: none"> - Originality, commonality Shopping <ul style="list-style-type: none"> - People and professions - Stores
Grammar	Use of the present conditional Construction of compound nouns "Verb + infinitive clause

8. The Fitting Room - 02:42	
Lesson Objectives	Learn the names of clothes. Discuss size, color and express your taste.
Vocabulary Themes	Economy and Trade <ul style="list-style-type: none"> - Buying, selling Fashion <ul style="list-style-type: none"> - Descriptive terms - Clothing - Clothes Shopping <ul style="list-style-type: none"> - Stores - People and professions
Grammar	Use of compound nouns "Compound adjectives "Absolute superlative

9. An Emergency - 02:28	
Lesson Objectives	Seek assistance for an injured person. Learn basic medical vocabulary and parts of the body.
Vocabulary Themes	Health and Medicine <ul style="list-style-type: none"> - 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

10. At the Doctor's - 02:25	
Lesson Objectives	Describe your symptoms and discuss treatment options.
Vocabulary Themes	Family, Identity, Social Life <ul style="list-style-type: none"> - Personal details Health and Medicine <ul style="list-style-type: none"> - 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

11. Correspondence - 02:38	
Lesson Objectives	Learn vocabulary for letter writing: writing paper, ink, envelopes.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Greetings, being polite Making Contact <ul style="list-style-type: none"> - Written correspondence Education <ul style="list-style-type: none"> - Literature - School supplies and related activities - Language, reading and writing
Grammar	Verbs expressing a wish to act Possessive pronouns Anaphoric "to"

12. At the Post Office - 02:18	
Lesson Objectives	Learn vocabulary to do with the postal service: sending a parcel, express delivery, registered mail, metered mail, stamp collecting.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Obtaining information Making Contact <ul style="list-style-type: none"> - Written correspondence - The telephone Transportation Terms <ul style="list-style-type: none"> - Stages of a journey - Public transportation Cities and Towns <ul style="list-style-type: none"> - Places and buildings
Grammar	"As much as" - "As many as" More uses of the possessive "For" - "Since" - "Ago"

13. Banks and ATMs - 02:27	
Lesson Objectives	Learn how to explain a problem and learn vocabulary associated with banks: credit card, expiration date, commission, etc.
Vocabulary Themes	Economy and Trade <ul style="list-style-type: none"> - Buying, selling Finance and Insurance <ul style="list-style-type: none"> - Banking - The stock market - Accounting - Currency Time <ul style="list-style-type: none"> - Schedule
Grammar	Construction of the passive Use of the passive Construction of the present conditional

14. Paying a Bill - 02:50	
Lesson Objectives	Learn about different means of paying for something: by check, in cash, etc.
Vocabulary Themes	Economy and Trade <ul style="list-style-type: none"> - Cost, payment - Business and commerce - Negotiation Finance and Insurance <ul style="list-style-type: none"> - Banking - Accounting Measurements and Quantities <ul style="list-style-type: none"> - Whole numbers
Grammar	The past subjunctive "To let"

Advanced - B2

All skills - 12:28

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.

1. Living in America - 02:32

Lesson Objectives	Reply to general questions about your daily life in the US: <i>Where do you live? What is your job? What are your hobbies?</i>
Vocabulary Themes	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

2. Cultural Exercises - 00:14

Lesson Objectives	Discover and broaden your knowledge of the culture of the country or countries where the language is spoken.
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3. Seeing the USA - 02:01

Lesson Objectives	Talk about different means of transportation, lifestyles and pastimes.
Vocabulary Themes	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

4. The Post Office - 02:37	
Lesson Objectives	Learn to ask questions, to give your address, to pick up a package and to buy stamps at the post office.
Vocabulary Themes	Making Contact <ul style="list-style-type: none"> - Written correspondence Economy and Trade <ul style="list-style-type: none"> - Delivery Housing <ul style="list-style-type: none"> - Real estate - People and professions Time <ul style="list-style-type: none"> - Schedule Cities and Towns <ul style="list-style-type: none"> - Places and buildings
Grammar	To be interested in "Few" - "A few" - "many"

5. Seminar Planning - 02:45	
Lesson Objectives	Reserve a hotel room. Organize a seminar, set the date and number of participants, choose the services required. Arrange for payment.
Vocabulary Themes	Communication and Intellect <ul style="list-style-type: none"> - Oral communication - Obtaining information - Greetings, being polite Judgment and Opinion <ul style="list-style-type: none"> - Necessity, ability and difficulty Housing <ul style="list-style-type: none"> - Living spaces Sports <ul style="list-style-type: none"> - People and professions Time <ul style="list-style-type: none"> - Schedule
Grammar	The perfect conditional Infinitive clause "To be left" - "To have left"

6. Insurance & Banking - 02:19	
Lesson Objectives	Learn vocabulary related to the world of insurance and banking (coverage, life insurance, cash transfer, account number).
Vocabulary Themes	Administration and Law <ul style="list-style-type: none"> - Law and Justice - Crimes and misdemeanors Economy and Trade <ul style="list-style-type: none"> - Buying, selling - People and professions Finance and Insurance <ul style="list-style-type: none"> - Insurance - Banking Work Environment <ul style="list-style-type: none"> - Corporate life
Grammar	The main postpositions "Little" - "A little" - "Much" Invariable cardinal numbers

Video Lesson Themes – All Levels

Video Lessons: Culture and Society - 10:25

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.

1. Energy Under Control - 00:23

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

2. Wetlands Survey - 00:23

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

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

Lesson Objectives	Understanding the main points in a short document about a political issue
Vocabulary Themes	- 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

4. European Parliament Reviews Deadly Fine Particles - 00:23

Lesson Objectives	Understanding the main points in a short document about a political issue
Vocabulary Themes	- 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

5. Art Batters Barriers in Cyprus - 00:21

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

6. EU Invests 14 Million Euros in Fight Against Fat - 00:25	
Lesson Objectives	Understanding the main points in a short document about science
Vocabulary Themes	- Movement (movement, to sit, to run, ...) - Sport (cycling, to run a marathon, active, ...)
Grammar	- May - Might
7. Market Driving Europeans out of House and Home - 00:27	
Lesson Objectives	Understanding the main points in a short document about the economy
Vocabulary Themes	- Property (property, tenant, rent, ...) - Household equipment (balcony, carpet, cabinet, ...)
Grammar	- Prepositions of place - Use of the passive
8. Researchers Aim to Reduce Excessive Urban Noise - 00:26	
Lesson Objectives	Understanding the main points in a short document about technology
Vocabulary Themes	- Infrastructures for road transport (motorway, interchange, junction, ...) - Road vehicle parts (tyre, engine, transmission, ...)
Grammar	- Regular superlatives - Irregular superlatives
9. Playing the Game and Learning the Lesson - 00:25	
Lesson Objectives	Understanding the main points in a short document about technology
Vocabulary Themes	- Students (schoolkid, student, child, ...) - Ergonomics & convenience (multidisciplinary, personalised, unique, ...)
Grammar	- Construction of the present conditional
10. Morocco Works to Integrate Its Disabled Citizens - 00:24	
Lesson Objectives	Understanding the main points in a short document about a political issue
Vocabulary Themes	- Politics (reform, commitment, framework, ...) - Behaviour & human relations (to take into account, to shake up, to escape, ...) - Law & justice (prejudice, right, voice, ...)
11. Europe's Struggle Against Pesticides - 00:22	
Lesson Objectives	Understanding the main points in a short document about a political issue
Vocabulary Themes	- How the human body works (genetic, reproductive, immune, ...) - Problems & inconveniences (contaminated, poisonous, dangerous, ...)
Grammar	- The present continuous
12. A Hamburger? No Thanks, Pass the Focaccia - 00:23	
Lesson Objectives	Understanding the main points in a short document about culture
Vocabulary Themes	- Food & drink (ingredient, food, product, ...) - Food (tomato, mushroom, pastry, ...) - Careers in hotels & restaurants (baker, artisan, critic, ...)
Grammar	- Irregular comparatives
13. Literary Types Want EU Support - 00:23	
Lesson Objectives	Understanding the main points in a short document about culture

Vocabulary Themes	- Remuneration (fee, reward, pay, ...) - Careers (job, opportunity, career, ...) - Careers in the book & publishing industry (translator, interpreter, publisher, ...)
Grammar	- The simple present and the present continuous

14. Living on the Edge - 00:26

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

15. Research into the Effects of Pesticides - 00:22

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

16. Promoting Scottish Identity Through Music - 00:28

Lesson Objectives	Understanding the main points in a short document about culture
Vocabulary Themes	- 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

17. Europe's Struggle to Reduce Pollution - 00:25

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

18. French Middle Class Purchasing Power Blues - 00:26

Lesson Objectives	Understanding the main points in a short document about the economy
Vocabulary Themes	- 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

19. Improving Food Allergy Diagnosis - 00:23	
Lesson Objectives	Understanding the general sense of a short document about health
Vocabulary Themes	<ul style="list-style-type: none"> - 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, ...)

20. Teaching Good Habits for Clean Water - 00:25	
Lesson Objectives	Understanding the main points in a short document about the environment
Vocabulary Themes	<ul style="list-style-type: none"> - Environment & ecology (to recycle, on tap, waste, ...) - Problems & inconveniences (scarce, to pollute, to destroy, ...)
Grammar	- The impersonal structure

21. Translation Woes - 00:25	
Lesson Objectives	Understanding the main points in a short document about culture
Vocabulary Themes	<ul style="list-style-type: none"> - 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

22. Virtual Assistance for Music Teachers - 00:23	
Lesson Objectives	Understanding the main points in a short document about culture
Vocabulary Themes	<ul style="list-style-type: none"> - Music (composer, score, to perform, ...) - Education (to evaluate, e-learning, classroom, ...)
Grammar	- Compound adjectives

23. Stockholm: Model of Climate-Friendly Innovation - 00:22	
Lesson Objectives	Understanding the main points in a short document about the environment
Vocabulary Themes	<ul style="list-style-type: none"> - 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, ...)

24. A Bright Future for Stained Glass - 00:21	
Lesson Objectives	Understanding the main points in a short document about culture
Vocabulary Themes	<ul style="list-style-type: none"> - 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

25. Humans and Machines Working on Road Safety - 00:27	
Lesson Objectives	Understanding the main points in a short document about technology
Vocabulary Themes	<ul style="list-style-type: none"> - Computer equipment (virtual world, simulator, software, ...) - Mathematics (to analyse, to go over, to assess, ...) - Mechanics (specific, sophisticated, tailored, ...)
Grammar	<ul style="list-style-type: none"> - Dependent clauses with 'that' - When 'that' may be left out

26. New Frontiers in Imaging the Human Body - 00:25	
Lesson Objectives	Understanding the main points in a short document about technology
Vocabulary Themes	- 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 - 12:16

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.

1. Space Medicine on Earth - 00:24	
Lesson Objectives	Understanding the general sense of a short document about health
Vocabulary Themes	- Scientific research (faculty, mechanism, diagnosis, ...) - Work tools & machines (miniaturisation, robotics, imagery, ...) - The nervous system (otolith, neurosensory, regulation, ...)

2. Science and Science Fiction - 00:21	
Lesson Objectives	Understanding the general sense of a short document about aerospace
Vocabulary Themes	- Intellect (to extrapolate, to overlook, to assume, ...) - Probability and potential (plausible, fictional, realistic, ...)
Lesson Objectives	Understanding the general sense of a short document about aerospace

3. The Rosetta Odyssey - 00:24	
Lesson Objectives	Understanding the general sense of a short document about aerospace
Vocabulary Themes	- Speed ((to accelerate, to sling, velocity, ...) - Composition of an object ((composition, density, to form, ...)
Grammar	- For - Since - Ago - Expressions with the present perfect

4. Saturnian Secrets - 00:24	
Lesson Objectives	Understanding the general sense of a short document about aerospace
Vocabulary Themes	- Chemistry (methane, ammonia, vapour, ...) - Description - qualification (intense, complex, fascinating, ...) - Information & inquiries (ultimately, to find out, implication, ...)
Grammar	- Phrasal verb particles

5. Searching for Exoplanets - 00:23	
Lesson Objectives	Understanding the general sense of a short document about aerospace
Vocabulary Themes	- Intellect (preoccupied, suspected, compared, ...) - Astronomy (exoplanet, galaxy, constellation, ...)
Grammar	- For - Since - Ago

6. Successful Launches Are a Team Effort - 00:20	
Lesson Objectives	Understanding the general sense of a short document about aerospace
Vocabulary Themes	- Work tools & machines (stage, launcher, components, ...) - Risks (reliability, defect, quality control, ...) - Project brainstorming (to coordinate, to put together, to orchestrate, ...)

7. Searching for the Origins - 00:22	
Lesson Objectives	Understanding the general sense of a short document about aerospace
Vocabulary Themes	- Astronomy (clusters, filaments, network, ...) - Progression (evolution, formation, fossil, ...)

8. Unveiling the Universe - 00:23	
Lesson Objectives	Understanding the general sense of a short document about aerospace
Vocabulary Themes	- Physics (infrared, radiation, wavelength, ...) - Value judgment (marvel, faint, nuisance, ...)
Grammar	- Phrasal verb particles

9. Smaller Countries Compete in Space - 00:25	
Lesson Objectives	Understanding the main points in a short document about space
Vocabulary Themes	- IT (software, hardware, system, ...) - Secondary sector (Space industry, aeronautics industry, telecommunications, ...)
Grammar	- Adjectives ending in -ing - Comparing equals

10. Hubble: Looking for Answers - 00:25	
Lesson Objectives	Understanding the main points in a short document about space
Vocabulary Themes	- Situation in time (since, from that moment, first, ...) - Astronomy equipment (telescope, instrument, mirror, ...) - Value judgement (productive, complex, crucial, ...)
Grammar	- Prepositions of time - Past perfect

11. The Importance of Good Food While Living in Space - 00:27	
Lesson Objectives	Understanding the main points in a short document about space
Vocabulary Themes	- 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

12. Back to the Moon and Plans to Travel to Mars - 00:23

Lesson Objectives	Understanding the main points in a short document about space
Vocabulary Themes	- 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

13. ISS Deliveries Soon to be Automatic - 00:27

Lesson Objectives	Understanding the main points in a short document about space
Vocabulary Themes	- Toiletries & hair products (toiletries, comb, brush, ...) - Tertiary sector (supply, to restock, cargo, ...)
Grammar	- Different meanings of 'all' - Also - As well - Too

14. Sputnik: the Satellite That Started the Space Race - 00:25

Lesson Objectives	Understanding the main points in a short document about Space
Vocabulary Themes	- Aerospace industry (rocket, blast-off, satellite, ...) - Feelings (stress, fear, joy, ...)
Grammar	- Irregular verbs

15. Preparing the Way for a Mission to Mars - 00:23

Lesson Objectives	- Understanding the main points in a short document about Space
Vocabulary Themes	- Distance (short, to cover, distance, ...) - Description of time (to spend, delay, year, ...) - Problems & inconveniences (boredom, tension, problem, ...)
Grammar	- Construction of the passive

16. Helping Space Students Reach for the Stars - 00:23

Lesson Objectives	- Understanding the main points in a short document about Space
Vocabulary Themes	- Instruments & units of measurement (year, kilo, centimetre, ...) - Aerospace industry (satellite, astronaut, star, ...) - Environment & ecology (environment, atmosphere, ozone layer, ...)
Grammar	- The prepositions 'in' and 'at'

17. The Tale of the Man-made Debris Circling the Earth - 00:25

Lesson Objectives	Understanding the main points in a short document about space
Vocabulary Themes	- 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

18. Did Comets Start Life on Earth? - 00:23	
Lesson Objectives	Understanding the main points in a short document about space
Vocabulary Themes	- Chemical elements & compounds (nitrogen, hydrogen, oxygen, ...) - Solar system (asteroid, comet, crater, ...)
Grammar	- The future

19. GPS Systems Uncover Mysteries of Time and Light - 00:24	
Lesson Objectives	Understanding the main points in a short document about space
Vocabulary Themes	- Mathematical operations (to calculate, to quantify, to correct, ...)
Grammar	- Also - As well - Too

20. SMOS - the Satellite for Water and Salt - 00:23	
Lesson Objectives	Understanding the main points in a short document about space
Vocabulary Themes	- The solar system (planet, globe, Earth, ...) - Meteorology (climate, weather, precipitation, ...) - Rivers, seas, & oceans (ocean, sea, current, ...)
Grammar	- Relative pronouns and adverbs

21. ESA Head of Science sets out Cosmic Vision Goals - 00:26	
Lesson Objectives	Understanding the main points in a short document about space
Vocabulary Themes	- 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, ...)

22. Project Mars: ESA's Role in Space Exploration - 00:26	
Lesson Objectives	Understanding the main points in a short document about space
Vocabulary Themes	- 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

23. All Aboard the Mars Express - 00:28	
Lesson Objectives	Understanding the main points in a short document about space
Vocabulary Themes	- Description of an object (fascinating, mysterious, harsh, ...) - Value judgement (fundamental, average, obvious, ...)
Grammar	- Use of the present perfect continuous

24. Studying the Sea from Space - 00:23	
Lesson Objectives	Understanding the main points in a short document about science
Vocabulary Themes	- Rivers, seas & oceans (salinity, circulation, current, ...) - Meteorology (forecast, phenomenon, drought, ...) - Health problems & diseases (ailing, heal, to suffer, ...)

25. One Hundred Days of Solitude - 00:24

Lesson Objectives	Understanding the general sense of a short document about health
Vocabulary Themes	- Scientific research (surveillance, findings, feedback, ...) - A person's physical & mental state (solitude, readiness, monotonous, ...) - Social life (volunteer, crew, to man, ...)
Grammar	- Which - What

26. A Pocket-sized Ecosystem - 00:23

Lesson Objectives	Understanding the main points in a short document about space
Vocabulary Themes	- Careers in the aerospace industry (astronaut, crew, scientist, ...) - Biology (ecosystem, provisions, metabolism, ...)
Grammar	- Construction of the present perfect continuous

27. Space, Defence and Security - 00:22

Lesson Objectives	Understanding the main points in a short document about technology
Vocabulary Themes	- Security & defence (vigilant, to scan, detection, ...) - Reflection and plans (outset, to conceive, to join forces, ...) - Risks (hazard, risky, harmful, ...)

28. Methane on Mars - 00:23

Lesson Objectives	Understanding the main points in a short document about space
Vocabulary Themes	- Chemistry (methane, organic, composition, ...) - Situation of something in space (internal, in situ, atmosphere, ...) - Probability & potential (feasibility, capability, activity, ...)
Grammar	- Also - As well - Too

29. Destination Moon, 1969 to Today - 00:25

Lesson Objectives	Understanding the main points in a short document about space
Vocabulary Themes	- Evolution (impact, to form, to head, ...) - Audiovisual & radio broadcasting (to copy, glued to, black and white, ...)

30. The Making of an Astronaut - 00:23

Lesson Objectives	Understanding the main points in a short document about space
Vocabulary Themes	- Value judgement (breathtaking, terrifying, sharp, ...) - Description of a person (willing, aware, vulnerable, ...) - Character & values (audacity, determination, stability, ...)

31. Mars-500: The Ultimate Challenge - 00:24	
Lesson Objectives	Understanding the main points in a short document about space
Vocabulary Themes	- Scientific research (stimuli, depression, deprivation, ...)
Grammar	- Construction of the present perfect continuous

Video Lessons: Politics and the Economy - 8:52

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.

1. Monaco: Small Country, Big Image - 00:23	
Lesson Objectives	Understanding the general sense of a short document on the economy
Vocabulary Themes	- Value judgment (testimony, legacy, tribute, ...) - Political regimes and parties (aristocrat, principality, throne, ...) - Finance (to generate, revenue, to thrive, ...)
Grammar	- Means with 'by'

2. Shareholding in a Globalised Economy 1 - 00:25	
Lesson Objectives	Understanding the main points in a short document about the economy
Vocabulary Themes	- Finance (to save, to earn, income, ...) - Problem explanation (to go wrong, mismanagement, to collapse, ...)
Grammar	- Can - Could - Be able to - Relative pronouns and adverbs

3. Fishermen Call on EU to Safeguard Their Future - 00:26	
Lesson Objectives	Understanding the main points in a short document about the economy
Vocabulary Themes	- Finance (income, financial, funds, ...) - Situation assessment (threatened, shocking, unimaginable, ...) - Problem explanation (useless, waste, hurdle, ...)
Grammar	- Expressions with the present perfect - Use of the passive

4. Shareholding in a Globalised Economy 2 - 00:24	
Lesson Objectives	Understanding the main points in a short document about the economy
Vocabulary Themes	- Value judgement (problematic, successful, key, ...) - Stock exchange (exchange rate, volatility, currency, ...) - Trade (consumer, goods, globalisation, ...)

5. Nuclear Energy Back on UK's Political Agenda - 00:25	
Lesson Objectives	Understanding the main points in a short document about the economy
Vocabulary Themes	- Forms of energy (nuclear reactor, natural gas, oil, ...) - Finance (taxpayer, cost, estimate, ...)
Grammar	- Must - Have (got) to

6. How the European Parliament Came to Be - 00:27	
Lesson Objectives	Understanding the main points in a short document about a political issue
Vocabulary Themes	- Problems & inconveniences (conflict, trigger, tension, ...) - Resolution & handling of problems (solution, negotiation, treaty, ...)
Grammar	- Definite article with geographical names - Relative pronouns and adverbs
7. Nuclear Energy: Friend or Foe to the Environment? - 00:23	
Lesson Objectives	Understanding the main points in a debate on a political issue
Vocabulary Themes	- Primary sector (gas, petrol, radioactive, ...) - Environment & ecology (climate, global warming, ecology, ...) - Description of an object (clean, dirty, dangerous, ...)
Grammar	- Similarity: 'like' and 'as'
8. Europe Ponders Growth Versus Climate Change - 00:24	
Lesson Objectives	Understanding the main points in a short document about a political issue
Vocabulary Themes	- 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
9. From Seagull Road to EU Integrated Maritime Policy - 00:23	
Lesson Objectives	Understanding the main points in a short document about the economy
Vocabulary Themes	- Prices & payments (funds, price tag, money, ...) - Industry (to build, to downsize, to develop, ...)
10. CARS 21 Reports on the Future of European Cars - 00:24	
Lesson Objectives	Understanding the main points in a short document about the economy
Vocabulary Themes	- 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), ...)
11. China in Africa – What Does the EU Think? - 00:24	
Lesson Objectives	Understanding the main points in a debate on a political issue
Vocabulary Themes	- Geography (continent, world, country, ...) - Politics (presence, monopoly, security, ...)
Grammar	- Nouns and adjectives of nationality
12. Spain: Housing Boom, or Bust? - 00:24	
Lesson Objectives	Understanding the main points in a short document about the economy
Vocabulary Themes	- Banking (mortgage, rent, loan, ...) - Prices & payments (to afford, to earn, to cover, ...) - Description - qualification (overjoyed, stuck, brisk, ...)
Grammar	- Construction of compound nouns

13. Mobile Phone Charges Across Europe - 00:23	
Lesson Objectives	Understanding the main points in a short document about the economy
Vocabulary Themes	- Companies (revenue, charge, service, ...) - Prices & payments (bill, cost, price, ...) - Economic situations (gain, lose out, raise, ...)
Grammar	- Use of the present conditional

14. Bittersweet Take on Belgian ID Crisis - 00:22	
Lesson Objectives	Understanding the main points in a short document about a political issue
Vocabulary Themes	- Literature & theatre (stage name, comedian, character, ...)

15. The Success Story of North-East Italy's SMEs - 00:26	
Lesson Objectives	Understanding the main points in a short document about the economy
Vocabulary Themes	- 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'

16. European Common Agricultural Policy Re-examined - 00:23	
Lesson Objectives	Understanding the main points in a short document about the environment
Vocabulary Themes	- 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, ...)

17. Fishing for Tomorrow - 00:28	
Lesson Objectives	Understanding the main points in a short document about the environment
Vocabulary Themes	- 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'

18. Construction Workers Close to Blows - 00:27	
Lesson Objectives	Understanding the general sense of a short document on a social issue
Vocabulary Themes	- 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

19. The Space Business - 00:22	
Lesson Objectives	Understanding the main points in a short document about the economy
Vocabulary Themes	<ul style="list-style-type: none"> - Economics (sector, public, ownership, ...) - Negotiation (to cooperate, partnership, to share, ...) - Definition and characterisation (justifiable, strategic, strong, ...) - Development and growth (constant, flat, to lag behind, ...)

20. Brazilians in Portugal - 00:24	
Lesson Objectives	- Understanding the main points in a short document about immigration/emigration processes
Vocabulary Themes	<ul style="list-style-type: none"> - Public administration (immigrant, authorities, red tape, ...) - Economics (manpower, labour, sector, ...) - Countries (rural, inland, municipality, ...)
Grammar	- Uncountable nouns which may take 'a'

21. The Textile Industry in Greece - 00:23	
Lesson Objectives	Understanding the main points in a short document about the economy
Vocabulary Themes	<ul style="list-style-type: none"> - Reasoning (mindset, to rely on, to support, ...) - The business world (jobless, to employ, pension, ...) - Finance (prospect, to invest, to globalise, ...)

22. Air Passengers' Rights - 00:23	
Lesson Objectives	Understanding the main points in a short document about a legal issue
Vocabulary Themes	<ul style="list-style-type: none"> - 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 - 19:27

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.

1. Tuna Farms - 00:21	
Lesson Objectives	Understanding the general sense of a short document about science
Vocabulary Themes	<ul style="list-style-type: none"> - Agriculture, fishing, & livestock farming (captivity, harvesting, farming, ...) - Animal life (to reproduce, egg, larva, ...) - Resolution & handling of problems (hurdle, challenge, to achieve, ...)

2. Heart Modelling - 00:23	
Lesson Objectives	Understanding the general sense of a short document about health
Vocabulary Themes	<ul style="list-style-type: none"> - Art (to model, blueprint, simulation, ...) - Project brainstorming (mechanism, prognostic, trial and error, ...) - Assessment of a situation (complex, complicated, substantially, ...)
Grammar	- Construction of the passive

3. Mechatronic Shoes – 00:21	
Lesson Objectives	Understanding the general sense of a short document about technology
Vocabulary Themes	- Development & expansion (to elaborate, to customise, to carry out, ...) - Project brainstorming (strategies, given, obstacles, ...)
4. In Touch with Robots - 00:24	
Lesson Objectives	Understanding the general sense of a short document about technology
Vocabulary Themes	- 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
5. The Decline of European Eels - 00:25	
Lesson Objectives	Understanding the general sense of a short document on the environment
Vocabulary Themes	- Progression (in waves, peak, to thin out, ...) - Assessment of a situation (eerie, mysterious, alarming, ...)
Grammar	- Definite article with geographical names
6. Navigation by Satellite - 00:24	
Lesson Objectives	Understanding the general sense of a short document about technology
Vocabulary Themes	- Description of a position (altitude, terrestrial, navigation, ...) - Criteria to measure the quality of a service (precision, integrity, sensitive, ...)
Grammar	- Use of the passive
7. MUSIC Software - 00:20	
Lesson Objectives	Understanding the general sense of a short document about technology
Vocabulary Themes	- Description of space (surroundings, ubiquitous, geopositioning, ...) - Computer equipment (smartphone, server, platform, ...)
8. The Photovoltaic Oasis - 00:26	
Lesson Objectives	Understanding the general sense of a short document on the environment
Vocabulary Themes	- 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
9. Research to Protect Deep-Sea Corals - 00:31	
Lesson Objectives	Understanding the main points in a short document about science
Vocabulary Themes	- 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
10. Women in the World of Science 1 - 00:27	
Lesson Objectives	Understanding the main points in a short document about science

Vocabulary Themes	- 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

11. When Nanotechnology Invades, but by Invitation - 00:27

Lesson Objectives	Understanding the main points in a short document about science
Vocabulary Themes	- Scientific research (to exploit, to detect, to develop, ...) - Medicine (molecule, antibody, cell, ...)
Grammar	- Means with 'by' - Regular comparatives

12. The Next Generation of Compatible Software - 00:27

Lesson Objectives	Understanding the main points in a short document about technology
Vocabulary Themes	- Mechanics (weld, crane, sensor, ...) - Resolution & handling of problems (to malfunction, glitch, to challenge, ...)
Grammar	- Construction of the passive - Adverbs of time

13. Textiles of the Future in Futuris - 00:23

Lesson Objectives	Understanding the main points in a short document about science
Vocabulary Themes	- 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)'

14. Volcanic Mounds on the Ocean Bed - 00:30

Lesson Objectives	Understanding the main points in a short document about science
Vocabulary Themes	- 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

15. Women in the World of Science 2 - 00:29

Lesson Objectives	Understanding the main points in a short document about science
Vocabulary Themes	- 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

16. Rehabilitation Robots - 00:23	
Lesson Objectives	Understanding the main points in a short document about science
Vocabulary Themes	- 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

17. Planck - The Time Machine - 00:27	
Lesson Objectives	Understanding the main points in a short document about space
Vocabulary Themes	- Physics (radiation, heat, wavelength, ...) - Astronomy (universe, celestial body, satellite, ...)
Grammar	- Contraction of 'to be' - For - Since - Ago

18. The Robots Which Walk and Think for Themselves - 00:24	
Lesson Objectives	Understanding the main points in a short document about technology
Vocabulary Themes	- Mechanics (robot, prototype, machine, ...) - Human body (head, leg, foot, ...)
Grammar	- Prepositions of place

19. Research to Make Forecasts More Accurate - 00:24	
Lesson Objectives	Understanding the main points in a short document about science
Vocabulary Themes	- Meteorology (forecast, storm, weather, ...) - Scientific research (researcher, simulation, data, ...) - Definition and characterisation (severe, different, dramatic, ...)
Grammar	- Past perfect

20. Arctic Research Looks for Clues to Global Warming - 00:25	
Lesson Objectives	Understanding the main points in a short document about science
Vocabulary Themes	- 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

21. Understanding Evolution by Cruising the Volga - 00:25	
Lesson Objectives	- Understanding the main points in a short document about science
Vocabulary Themes	- Species (fish, parasite, mollusc, ...) - Divisions of time (year, decade, century, ...)
Grammar	- Construction of the present perfect continuous

22. Conversing with Computers - 00:27	
Lesson Objectives	Understanding the main points in a short document about technology
Vocabulary Themes	- Value judgement (cheap, expensive, reasonably priced, ...) - Speaking (react, talk, interact, ...)
Grammar	- Demonstratives - Interrogative words

23. Sea Ice - Satellites Monitor Change - 00:24	
Lesson Objectives	Understanding the main points in a short document about science
Vocabulary Themes	- 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'

24. Saving Cultural Heritage from Mother Nature - 00:23	
Lesson Objectives	Understanding the main points in a short document about technology
Vocabulary Themes	- Material (wood, iron, lead, ...) - Musical material (keyboard, pipe, belly, ...) - Music (piece, instrument, music, ...)
Grammar	- For - Since - Ago

25. European Digital Library to Contain All Knowledge - 00:27	
Lesson Objectives	Understanding the main points in a short document about technology
Vocabulary Themes	- Book & publishing industry (binding, page, book, ...) - Divisions of time (day, minute, week, ...)
Grammar	- The possessive - Prepositions of place

26. RFID and Healthcare: the Revolutionary Friendship - 00:23	
Lesson Objectives	Understanding the main points in a short document about science
Vocabulary Themes	- Medicine (cell, tumour, specimen, ...) - Treatment, care & medical procedures (patient, therapy, treatment, ...)

27. Unveiling the Mysteries of Sleep - 00:24	
Lesson Objectives	Understanding the main points in a short document about science
Vocabulary Themes	- Thought (record, discover, analyse, ...) - Divisions of time (night, day, hour, ...) - Scientific research (volunteer, lab, experiment, ...)
Grammar	- Construction of the passive

28. Number of Alzheimer's Patients Set to Increase - 00:24	
Lesson Objectives	Understanding the main points in a short document about science
Vocabulary Themes	- Intellect (mind, memory, brain, ...) - Health problems & diseases (disease, condition, atrophy, ...)
Grammar	- Reflexive pronouns

29. Getting to the Bottom of Africa's Carbon Figures - 00:23	
Lesson Objectives	Understanding the main points in a short document about science
Vocabulary Themes	<ul style="list-style-type: none"> - Trees & shrubs (root, foliage, bark, ...) - Exact & applied science (to measure, to weigh, to absorb, ...) - Scientific research (sample, element, researcher, ...) - Chemistry (polluter, organic matter, carbon, ...)

30. Designing Europe's Train of the Future - 00:24	
Lesson Objectives	Understanding the main points in a short document about technology
Vocabulary Themes	<ul style="list-style-type: none"> - 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, ...)

31. European Initiative Spearheads Medical Advances - 00:24	
Lesson Objectives	Understanding the main points in a short document about technology
Vocabulary Themes	- Medical equipment (implant, electrode, monitor, ...)
Grammar	- Construction of the passive

32. Crusts, Crumbs and Chromatography - 00:24	
Lesson Objectives	Understanding the main points in a short document about science
Vocabulary Themes	- Scientific research (experiment, guinea pig, researcher, ...)
Grammar	- Irregular comparatives

33. Preserving Europe's Bells - 00:25	
Lesson Objectives	Understanding the main points in a short document about technology
Vocabulary Themes	<ul style="list-style-type: none"> - Sound (sound wave, diapason, tone, ...) - Architecture (preserve, restore, heritage, ...)
Grammar	- Relative pronouns and adverbs

34. Snow Scientists Research Falling Mercury - 00:24	
Lesson Objectives	Understanding the main points in a short document about science
Vocabulary Themes	<ul style="list-style-type: none"> - Evolution (change, transform, become, ...) - Environment & ecology (food chain, predator, bioaccumulable, ...)
Grammar	- The more . . . the more

35. Development in the Research of Rare Diseases - 00:26	
Lesson Objectives	Understanding the main points in a short document about science
Vocabulary Themes	<ul style="list-style-type: none"> - 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'

36. Europe Grooms Its New Generation of Scientists - 00:24	
Lesson Objectives	Understanding the main points in a short document about the environment
Vocabulary Themes	<ul style="list-style-type: none"> - Environment & ecology (wastewater, resource, field trip, ...) - Natural sciences (harmful, polluted, hands -on, ...) - Chemistry (to preserve, to treat, to filter, ...) - Plant kingdom (roots, pond, willow, ...)

37. Technology That Will Soon Be Ready-To-Wear - 00:24	
Lesson Objectives	Understanding the main points in a short document about technology
Vocabulary Themes	<ul style="list-style-type: none"> - 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, ...)

38. Exploring Deep Water Corals - 00:23	
Lesson Objectives	Understanding the main points in a short document about science
Vocabulary Themes	<ul style="list-style-type: none"> - Rivers, seas & oceans (gulf, stream, to flow, ...) - Movement (to draw, to cover, to shoot, ...)
Grammar	- Definite article with geographical names

39. Energy from the Sea - 00:24	
Lesson Objectives	Understanding the main points in a short document about the environment
Vocabulary Themes	- Geography (conservation, footprint, turbine , ...)

40. Dust Chasers Study Aral Sea Dust Storms - 00:25	
Lesson Objectives	Understanding the main points in a short document about the environment
Vocabulary Themes	<ul style="list-style-type: none"> - Composition of an object (make -up, particle, compound, ...) - Thought (scrutiny, consequence, hypothesis, ...)
Grammar	- Definite article with geographical names

41. High-tech Textiles for a Material World - 00:23	
Lesson Objectives	Understanding the main points in a short document about technology
Vocabulary Themes	<ul style="list-style-type: none"> - Material (material, fibre, cable, ...) - Scientific research (to detect, to monitor, to assess, ...) - Risks (load, severe, damage, ...)
Grammar	- Compound adjectives

42. Listening to the Deep - 00:25	
Lesson Objectives	Understanding the main points in a short document about the environment
Vocabulary Themes	<ul style="list-style-type: none"> - 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

43. Climate Change - 00:25	
Lesson Objectives	Understanding the main points in a short document about the environment
Vocabulary Themes	- Environment & ecology (climate change, greenhouse gas, to warm up, ...)
Grammar	- Verbs expressing a wish to act

44. Virtual Reality - 00:23	
Lesson Objectives	Understanding the main points in a short document about technology
Vocabulary Themes	- Mathematics (random, scale, sequence, ...) - IT (icon, interface, virtual, ...) - Forms of energy (current, device, electrode, ...)
Grammar	- Expressing percentages

45. Advancing on Hydrogen - 00:25	
Lesson Objectives	Understanding the main points in a short document about technology
Vocabulary Themes	- Technical aspects (fuel cell, canister, wheelchair, ...) - Value judgement (futuristic, innovative, conventional, ...) - Reflection and plans (prototype, framework, viability, ...)
Grammar	- Use and omission of 'the'

46. Multiple Hopes for Multiple Sclerosis - 00:22	
Lesson Objectives	Understanding the general sense of a short document about health
Vocabulary Themes	- Health problems & diseases (multiple sclerosis, disability, disease, ...) - Biology (nerve, spinal cord, lesion, ...) - Cause & effect (to affect, to result, to spark, ...)

47. Biofuels: The Cellulose Barrier - 00:22	
Lesson Objectives	Understanding the main points in a short document about the environment
Vocabulary Themes	- Chemical elements & compounds (enzyme, ethanol, mineral, ...) - Chemical reactions (to yield, to concentrate, fermentation, ...) - Biology (poplar, biomass, greenhouse, ...) - Environment & ecology (congested, polluted, widespread, ...)

48. Cultural Heritage: A New Dimension - 00:25	
Lesson Objectives	Understanding the main points in a short document about technology
Vocabulary Themes	- Art (artefact, workshop, detail, ...) - Scientific research (to classify, to compare, to restore, ...) - IT (to digitalise, to capture, to photograph, ...)
Grammar	- Phrasal verb particles

***For more video lessons, see the section “Industries & Areas of Expertise.”**

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