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PLAN DE ESTUDIO

IA TURBO

Business English





INSIGNIA 1

Biz Foundations

"Sobrevivir y comunicarse en un entorno corporativo básico"



MISIONES	HABILIDADES 360° (DETALLADO)
Presentarte profesionalmente (rol, empresa)	<p>GRAMÁTICA & VOCABULARIO</p> <p>Grammar: Future forms (Plans), Suggestions (Let's), Interruption phrases.</p> <p>Vocab: Meeting terms (agenda, minutes), Teleconf (mute, share), Action items.</p> <p>LISTENING & SPEAKING</p> <p>Listening: Conference calls, Q&A sessions, Meeting intros.</p> <p>Speaking: Opinions (I think ...), Agree/Disagree, Summarizing.</p> <p>READING & WRITING</p> <p>Reading: Agendas, Meeting Minutes, Follow-up emails.</p> <p>Writing: Meeting invites, Brief summary notes.</p>
Small talk corporativo (networking básico)	
Describir tu empresa y tu cargo	
Hablar de rutinas laborales y horarios	
Explicar procesos simples de trabajo	
Participar en conversaciones de oficina	
OUTPUT REAL (ENTREGABLE) - Meeting Role-play Grabado	



INSIGNIA 2

Business Communication

"Interactuar con claridad
en canales laborales"



MISIONES	HABILIDADES 360° (DETALLADO)
Correos profesionales básicos	GRAMÁTICA & VOCABULARIO Grammar: Present Continuous, Modals (Requests), Prepositions of time. Vocab: Email terms (CC, subject), Scheduling, Phone phrases. LISTENING & SPEAKING Listening: Voicemails, Clarifying info, Scheduling calls. Speaking: Phone etiquette, Asking for help, Confirming details. READING & WRITING Reading: Emails, Chat logs (Teams), Calendar invites . Writing: Pro emails, Instant messages, Out of office .
Mensajes por WhatsApp / Slack / Teams	
Pedir y dar información laboral	
Confirmar, cancelar y reagendar	
Solicitar ayuda o soporte	
Manejar errores y aclaraciones	
OUTPUT REAL (ENTREGABLE) - Email + Chat Corporativo Funcional	



INSIGNIA 3

Meetings & Calls

"Participar activamente en reuniones y llamadas"



MISIONES	HABILIDADES 360° (DETALLADO)
Abrir y cerrar una reunión	GRAMÁTICA & VOCABULARIO Grammar: Future forms (Plans), Suggestions (Let's), Interruption phrases. Vocab: Meeting terms (agenda, minutes), Teleconf (mute, share), Action items. LISTENING & SPEAKING Listening: Conference calls, Q&A sessions, Meeting intros. Speaking: Opinions (I think ...), Agree/Disagree, Summarizing. READING & WRITING Reading: Reading: Agendas, Meeting Minutes, Follow-up emails. Writing: Meeting invites, Brief summary notes.
Expresar opinión con respeto	
Acordar tareas y deadlines	
Llamadas con clientes o proveedores	
Resolver malentendidos	
Seguimiento post-reunión	
OUTPUT REAL (ENTREGABLE) - Meeting Role-play Grabado	



INSIGNIA 4

Sales & Negotiation

"Vender ideas, productos o servicios en inglés"



MISIONES	HABILIDADES 360° (DETALLADO)
Presentar un producto o servicio	<p>GRAMÁTICA & VOCABULARIO</p> <p>Grammar: Comparatives/Superlatives, Conditionals (Bargaining).</p> <p>Vocab: Sales (pitch, margin), Negotiation (deal, trade-off), Numbers.</p> <p>LISTENING & SPEAKING</p> <p>Listening: Client objections, Sales pitches, Negotiation dialogues .</p> <p>Speaking: Presenting products, Handling objections, Closing.</p> <p>READING & WRITING</p> <p>Reading: Product specs, Quotes/Proposals, Simple contracts .</p> <p>Writing: Sales proposals, Quotes, Confirmation of terms .</p>
Detectar necesidades del cliente	
Argumentar beneficios	
Manejar objeciones	
Negociar precios y condiciones	
Cerrar acuerdos	
OUTPUT REAL (ENTREGABLE) - Sales Pitch + Negotiation Simulation	



INSIGNIA 5

Presentations & Reports

"Exponer ideas con estructura y claridad"



MISIONES	HABILIDADES 360° (DETALLADO)
Estructura de una presentación efectiva	GRAMÁTICA & VOCABULARIO Grammar: Passive Voice (processes), Past Simple (results), Sequencing words. Vocab: Trends (increase/decrease), Visuals (chart/graph), Linking words. LISTENING & SPEAKING Listening: Business presentations, Trend analysis. Speaking: Public speaking, Signposting, Explaining data. READING & WRITING Reading: Business reports, Market analysis, Slides. Writing: Report summaries, Slide text, Handouts.
Uso de datos y cifras	
Lenguaje formal vs. informal	
Presentar resultados	
Responder preguntas difíciles	
Feedback y mejora	
OUTPUT REAL (ENTREGABLE) - Business Presentation en Inglés	



INSIGNIA 6

Leadership & Impact

"Liderar, influir y tomar decisiones en inglés"



MISIONES	HABILIDADES 360° (DETALLADO)
Dar instrucciones claras	<p>GRAMÁTICA & VOCABULARIO</p> <p>Grammar: Reported speech, Modals, (Obligation/ Advice).</p> <p>Vocab: HR terms (feedback, performance), Leadership, Soft skills.</p> <p>LISTENING & SPEAKING</p> <p>Listening: Performance reviews, Conflict resolution .</p> <p>Speaking: Giving feedback, Motivating staff, Resolving conflict.</p> <p>READING & WRITING</p> <p>Reading: Strategic plans, HR policies, Performance appraisals.</p> <p>Writing: Feedback reports, Announcements, Strategic emails.</p>
Motivar equipos	
Manejar conflictos	
Feedback construtivo	
Tomar decisiones difíciles	
Comunicación ejecutiva	
OUTPUT REAL (ENTREGABLE) - Leadership Role-play (Manager Scenario)	



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