

<b>DENOMINACIÓN</b>	<b>Meetings in English</b>
<b>OBJETIVO GENERAL</b>	
Adquirir las habilidades de comunicación necesarias para poder realizar reuniones en inglés en entornos internacionales.	
<b>OBJETIVOS ESPECIFICOS</b>	
<p>Conocer la estructura básica de una reunión</p> <p>Ser capaz de aplicar distintas técnicas para conectar con los asistentes a la reunión</p> <p>Ser capaz de hacer intervenciones de manera adecuada en una reunión, presentando tus puntos de vista sobre el tema.</p> <p>Ser capaz de responder a las preguntas, propuestas u ofertas que surjan.</p> <p>Finalizar la reunión de manera adecuada y agradeciendo su asistencia a los presentes.</p>	
<b>CONTENIDO</b>	
<p>Could we meet next week?  Topics and skills: Arranging a meeting: using first names, Confirming a meeting by email: Apologizing for changing a meeting time. Rescheduling a meeting: Getting emails right, general meeting vocabulary</p> <p>Can we make a star now?  Topics and skills: Saying hello and making introductions: making small talk, writing formal and informal agendas. Starting a meeting, Starting the objectives: Chairing a meeting, introductions.</p> <p>Can I make a point here?  Topics and skills: Reporting progress: Interrupting politely, explaining cause and effect: asking for clarification. Interrupting and dealing with interruptions: Giving your opinion I'm not sure I agree</p> <p>Topics and skills: Asking for comments and contributions, disagreement and criticism in different cultures. Expressing strong and tentative opinions: Diplomatic language, making positive suggestions. Agreeing and disagreeing, resolving conflicts.</p> <p>It's a deal  Topics and skills: Responding to offers: reaching agreement. Buying time: Talking about possibilities. Taking a vote: Controlling the timing of a meeting. Summarizing the results of a meeting: Intercultural communication</p> <p>So, I think we're finished for today  Topics and skills: Ending a meeting and thanking participants: talking about plans, formal and informal minutes. Confirming decisions and action points: Mixing business and pleasure. Follow-up emails, saying goodbye.</p>	

<b>CALENDARIO</b>	
<b>FECHA INICIO:</b> 16/05/18	<b>FECHA FIN:</b> 27/06/2018
<b>HORARIO:</b> L,X 18:45-20:45	
<b>Nº HORAS:</b> 30	<b>NIVEL:</b> B1