

The background of the entire page is a dark, low-key photograph of a person with long hair, wearing a light-colored jacket, sitting at a desk and working on a laptop. The person's face is partially visible in profile, looking down at the screen. The lighting is moody, with the person's hair and jacket catching some light against a dark background.

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Basic 1

English 4 Work ATR

Programa Del Curso



Basic 1

Unit 1 – Work Basics Skills

- Introducing yourself.
- Identifying the alphabet & basic commands.
- Describing nationalities & basic vocabulary.
- Identifying employee registration.

Language function

- Alphabet & numbers.
- To be & possessives.
- Pronouns, this, these, that & those.

Unit 2 – Stories Skills

- Telling time & numbers.
- Describing your routine.
- Identifying professions & company activity.
- Describing your schedule & workspace.

Language function

- Present simple.
- Question words.
- Basic verbs.



Basic 1

Unit 3 – Going Global Skills

- Identifying nationalities & languages.
- Describing the weather.
- Making arrangements.
- Talking about: holidays, vacations, travel, culture & food.

Language function

- Have/has got.
- Adverbs of frequency.
- Agreeing & disagreeing.

Unit 4 – Innovation Skills

- Talking about: your workplace.
- Problems and solutions.
- Giving directions.
- Negotiating & being polite.

Language function

- There is/there are.
- Can/can't.
- Prepositions.



Basic 1

Unit 5 – Self Care Skills

- Talking about: food & eating out.
- Describing hobbies & free time.
- Talking about: your body & being sick.
- Identifying preferences.

Language function

- Countable & uncountable nouns.
- Much & many.
- Quantifiers.



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Basic 2

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Basic 2

Unit 6 – The arts Skills

- Talking about: celebrities, tv & music.
- Describing social media.
- Talking about: famous people.

Language function

- Past simple regular & irregular verbs.
- Dates & years.
- Time phrases.

Unit 7 – Growth Skills

- Describing a product.
- Communicating at work.
- Talking about: professions & interview strategies.
- Talking about: marketing & sales strategies.

Language function

- Adverbs of frequency.
- Present simple and continuous.
- Communication vocabulary.



Basic 2

Unit 8 – People Skills

- Building effective teams.
- Resolving conflicts.
- Talking about: diversity & leadership.
- Giving presentations.

Language function

- Uses of like & passive voice.
- Modal verbs.
- Giving feedback & pitching.

Unit 9 – ooo Skills

- Describing city vs country life.
- Talking about: environment & sustainability.
- Talking about: natural disasters.
- Talking about: transportation.

Language function

- Present simple and continuous.
- Comparatives and superlatives.
- Articles.



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PreIntermediate 1

English 4 Work ATR

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PreIntermediate 1

Unit 1 – Work Basics Skills

- Understanding: roles, methodologies & experiences.
- Talking about: routines.
- Talking about: company protocols.
- Describing: experiences.

Language function

- Question forms.
- Present simple vs present continuous.
- Adverbs of frequency.

Unit 2 – Stories Skills

- Communicating: experiences, likes & dislikes.
- Talking about: stories in business & social media stories.
- Understanding: how to build your brand.
- Pitching.

Language function

- Past simple.
- Comparatives & superlatives.
- Narrative tenses.



PreIntermediate 1

Unit 3 – Going Global Skills

- Talking about: travelling & leisure activities.
- Understanding: how to plan a vacation.
- Identifying: business etiquette.
- Talking about: marketing strategies.

Language function

Future: be going to & present continuous.
Questions without auxiliaries.
Modal verbs.

Unit 4 – Growth Skills

- Understanding: how to negotiate, persuade & give business advice.
- Talking about: interview skills, leadership & teamwork.
- Talking about: networking.
- Communicating: your career growth plan.

Language function

- Present perfect ever/never.
- Verb patterns.
- Make & do.



PreIntermediate 1

Unit 5 – Self Care Skills

- Understanding: health, wellness, mental health & coping strategies.
- Talking about: fitness & exercise.
- Describing: the human body & health issues.
- Understanding: how to create a self-care plan.

Language function

- Present perfect for/since.
- Future tenses.
- Modal verbs.





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Pre Intermediate 2

English 4 Work ATR

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Pre Intermediate 2

Unit 6 – The Arts Skills

- Understanding: the arts.
- Talking about: famous figures in the arts.
- Talking about: genres and art styles.
- Understanding: how to create social events.

Language function

- Present simple & continuous.
- Dates, years & time phrases.
- Past simple, was/were and questions.

Unit 7 – innovation Skills

- Describing: technological advancements.
- Understanding: the future of business & technology.
- Communicating: purpose, cause & result.
- AI and its applications.

Language function

- Past vs present, used to.
- Verbs+prepositions.
- Imperatives, asking & confirming information.



Pre Intermediate 2

Unit 8 – people Skills

- Understanding: how to work together effectively, deal with client issues & responsibilities.
- Communicating: effective communication in a diverse workplace.
- Understanding: how to solve companywide problem.
- Talk about: veganism.

Language function

- Uses of like.
- Active & passive voice.
- Conditionals.

Unit 9 – ooo Skills

- Describing life in the city vs countryside.
- Understanding: green ideas & sustainable living.
- Talking about: natural disasters.
- Understanding: how to manage crises & adapt strategies.

Language function

- Comparatives & superlatives.
- Question tags.
- Articles.



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Intermediate 1

English 4 Work ATR

Programa Del Curso



Intermediate 1

Unit 1 – Work Basics Skills

- Introducing yourself.
- Reporting a problem & making suggestions.
- Problem resolution.
- Giving opinions.

Language function

- Past simple vs present perfect.
- Will vs going to.

Unit 2 – Stories Skills

- Talking about routines & past habits.
- Managing difficult situations at work.
- Using storytelling techniques & persuasive language.
- Debating cancel culture, fake news & inclusive language.

Language function

- Narrative tenses.
- Used to/would.
- Time prepositions.



Intermediate 1

Unit 3 – Innovation Skills

- Discussing innovative & disruptive technologies.
- Talking about AI, the future of business & innovation.
- Debating cyber security & the impact of deepfakes.
- Communicating in a digital age & using technology changes.

Language function

- Future tenses.
- Modal verbs for possibility.
- Reported speech & verb patterns.

Unit 4 – People Skills

- Talking about work relationships, effective teams & managing time.
- Using problem solving strategies for conflict resolution.
- Discussing emotional intelligence & cultural awareness.
- Talking about team diversity & inclusion in the workplace.

Language function

- Adjectives & adverbs.
- Indirect questions & question tags.
- Comparatives & superlatives.



Intermediate 1

Unit 5 – Going Global Skills

- Navigating diverse cultures & travel stories.
- Discussing international work & global business etiquette.
- Talking about nomad lifestyle & culture shock.
- Discussing ethics in the global tech industry & global job market trends.

Language function

- Reported speech & reporting verbs.
- Modal verbs past & present.
- Comparing & contrasting.





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Intermediate 2

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Intermediate 2

Unit 6 – Self Care Skills

- Expressing opinions/ideas on: wellbeing, emotions, healthy habits & fitness.
- Discussing: mental health & stress management.
- Expressing opinions/ideas on: ethical decision making.
- Discussing: how to make a self-care plan & create personal space & boundaries.

Language function

- Adjectives: emotions.
- Conditionals.
- Modal verbs.

Unit 7 – The Arts Skills

- Expressing opinions/ideas on: art & entertainment.
- Discussing: how to explore creativity & understand art.
- Discussing: genres, styles & art forms.
- Expressing opinions/ideas on: art, society & emotions.

Language function

- Articles, adjectives & quantifiers.
- Relative clauses.
- Descriptive phrases.



Intermediate 2

Unit 8 – Growth Skills

- Discussing: how to create effective marketing strategies.
- Expressing opinions/ideas on: corporate social responsibility & navigating business challenges.
- Expressing opinions/ideas on: money & promotion/salary rise.
- Discussing: how to build qualifications & self-assessment.

Language function

- Present perfect simple & continuous.
- Present & past ability.
- Decisions, requests & offers.

Unit 9 – ooo Skills

- Expressing opinions/ideas on: environmentalism & natural disasters.
- How to be sustainable.
- Greenwashing.
- Ethical decision making & corporate social responsibility.

Language function

- Active & passive voice.
- Modal & phrasal verbs.



Intermediate 2

Unit 10 – Learning Skills

- Discussing: how to set goals & objectives.
- Expressing opinions/ideas on: motivation & focus.
- Asynchronous learning & technology in language learning.
- Business communication & correspondence.

Language function

- Verb tense agreement.
- Mistakes & false friends.
- Present continuous for ongoing changes.





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Upper-intermediate 1

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Upper-intermediate 1

Unit 1 – People Skills

- Expressing opinions/ideas on: emotional intelligence.
- Debating on: relationships & personality.
- How to deal with misunderstandings & conflicts.
- Empathy & decision making.

Language function

- Direct & indirect questions.
- Phrasal verbs & compound adjectives.
- Phrases for understanding, giving & receiving feedback.

Unit 2 – At Work Skills

- Analyze: how to deal with issues & resolve conflicts.
- Business ethics, budgeting & investing.
- How to: design thinking & creating an online presence.
- Changes & uncertainty.

Language function

- Collocations.
- Modals & passive.
- Reported speech.



Upper-intermediate 1

Unit 3 – Stories Skills

- Analyze: how to tell stories & interview strategies .
- Debating on: fake news & conspiracy theories.
- Versatile & transferable skills.
- How to adapt & deal with cultural narratives.

Language function

- Narrative tenses, present perfect simple & continuous.
- Multi word verbs , collocations & connectors.
- Relative clauses.

Unit 4 – Going Global Skills

- Expressing opinions/ideas on: travel & leisure.
- Analyze: how to plan, book and travel etiquette.
- Interculturalism & norms.
- Global media & technology.

Language function

- Adjectives & adverbs.
- Conditionals.
- Reported speech & future forms.



Upper-intermediate 1

Unit 5 – Innovation Skills

- Expressing opinions/ideas on: the future of business.
- Debating on: AI & risk innovation.
- Marketing & adverts.
- AI in society & impact of innovation.

Language function

- Modals & compound nouns.
- Future forms & conditionals.
- Passive voice.





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Upper-intermediate 2

English 4 Work ATR

Programa Del Curso



Upper-intermediate 2

Unit 6 – Growth Skills

- Communicating: a success story & giving feedback.
- Expressing opinions/ideas on: blockchain & networking.
- How to deal with changes & work-life balance.
- Debating on: pitching.

Language function

- Modals & conditionals.
- Prefixes & collocations.
- Reported speech.

Unit 7 – The Arts Skills

- Expressing opinions/ideas on: entertainment.
- Streaming, trending topics, gaming, VR & AI art.
- Analyze: how to be creative & create visuals.
- Copyright & the art business.

Language function

- Adverbs & quantifiers.
- Reported speech & complex sentences.
- Participle clauses & passive voice.



Upper-intermediate 2

Unit 8 – Self Care Skills

- Expressing opinions/ideas on: wellbeing & mental health.
- Debating on: behavior and the use of self-care apps.
- Analyze: how to survive overwork.
- Screen time & remote work.

Language function

- Compound adjectives & adverbs.
- Conditionals & modals.
- Ing form/infinitive.

Unit 9 – ooo Skills

- Debating on: nature, social issues & climate change.
- Greenwashing, sustainability & green tech.
- Modern cities.
- Agriculture & environmentalism.

Language function

- Passive voice & mixed conditionals.
- Reported speech & passive voice.
- Present perfect simple & continuous.



Upper-intermediate 2

Unit 10 – Learning Skills

- Online learning & language learning.
- Debating on: smart goals & asynchronous learning.
- Multiple intelligences & critical thinking.
- Study culture & learning experiences.

Language function

- Modals & participle clauses.
- Gerunds/infinitive.
- Complex sentences & word order.





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Advanced 1

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Advanced 1

Unit 1 – People Skills

- Exploring: relationships & personality traits.
- Defending opinions/ideas on: emotions & socialization skills.
- How to speculate, predict & describe habits.
- Effective communication skills.

Language function

- Continuous aspect.
- Adjectives & modal verbs.
- Unstressed auxiliaries and contractions.

Unit 2 – At Work Skills

- How to navigate workplace challenges & issues.
- Company protocols, & hypothetical scenarios.
- Professional skills & effective decision-making at work
- How to address suspicious behavior & changes in business.

Language function

- Present perfect.
- Conditionals & reported speech.
- Indirect questions.



Advanced 1

Unit 3 – Going Global Skills

- Cultures, communities & living sustainable.
- Global social norms, technology & globalization.
- The global media landscape & going global in business
- Global initiatives.

Language function

- Relative clauses, direct & indirect questions.
- Uncountable, plural nouns & noun phrases.
- Soft skills.

Unit 4 – ooo Skills

- Exploring: ethics in society, social issues & human rights.
- Crime, justice & legal procedures.
- How to make ethical decisions & be environmental aware.
- Freedom of expression & ethical principles.

Language function

- Modals & introductory it.
- Passive voice & the perfect aspect.
- Future tenses.



Advanced 1

Unit 5 – Self Care Skills

- Exploring: wellbeing & healthy habits for success.
- Behavior, expectations, nature & mental health.
- How to disconnect, recharge & achieve work-life balance.
- Wellbeing trends & practices, positive thinking & therapy.

Language function

- Modal verbs & passive forms.
- Idioms & if clauses.
- Multi-word verbs & discourse markers.





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Advanced 2

English 4 Work ATR

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Advanced 2

Unit 6 – The Arts Skills

- Exploring: the world of entertainment & future trends.
- How to unleash creativity & express strong artistic options.
- The role of social media, AI, NFTS & the art market.
- Forms of art, what is art & what is not.

Language function

- Future form.
- Concession clauses.
- Brainstorming skills & expressing disagreement.

Unit 7 – Growth Skills

- How to navigate ups & downs.
- Exploring: the path of success and reflect on your journey.
- How to overcome challenges, set & achieve goals.
- Ambition & how to develop soft skills for success.

Language function

- Idioms & cleft sentences.
- Participle clauses & rhetoric sentences.
- Comparative structures.



Advanced 2

Unit 8 – Stories Skills

- Analyze: how to tell company stories & memorable moments.
- Exploring: rebranding & tales.
- Nostalgia, tech from childhood & the 90s.
- How to tell an anecdote, differentiate between truth or fiction.

Language function

- Past tense, describing past habits & future in the past.
- Narrative phrases & descriptions.
- Time expressions.

Unit 9 – innovation Skills

- Exploring: innovative tech, ridiculous inventions, AI & chatbots.
- How to implement bright ideas.
- The future of business & marketing strategies.
- Space advances, discoveries & space tourism expectations.

Language function

- Multiword verbs.
- Tenses for unreal situations.
- Expressing probability & making predictions.



Advanced 2

Unit 10 – Learning Skills

- Asynchronous learning.
- How to focus & be productive.
- Defending opinions/ideas on: changes in education & online studying.
- Exploring: apps for studying and gamification for learning.

Language function

- Word building, prefixes & suffixes.
- Expressing likes, dislikes & opinions.
- Academic writing skills.

