



Business Communication skills to keep your career on track

Functioning in Business is a video-based English course designed for those wishing to succeed in an international business environment.

Used in conjunction with *Dynamic Business English*, the course prepares students to deal with a wide range of common business situations, and to do well on standardized English tests such as the TOEIC® and TOEFL®.

Levels

DynEd Level: 2.0

CEFR Level: B1 and above

Features

- Video presentations of business situations
- Speech Recognition and Voice Record to develop oral fluency
- Interactive comprehension and speaking exercises
- Situational English and cultural awareness
- On-line Glossary and Help screens
- Placement and Mastery Tests
- Award-winning Records Manager
- Intelligent Tutor
- Teacher's Guide with class suggestions and handouts
- Windows, Mac, iOS and Android versions

The DynEd Advantage

Presented in the context of an executive's business trip to the US, *Functioning in Business* uses video presentations and interactive exercises to give students the chance to learn and practice the language needed to communicate successfully in business interactions.

In addition to listening and speaking skills, *Functioning in Business* focuses on general business vocabulary and important language functions, such as requesting, refusing, suggesting, confirming, and clarifying.

Students learn the language needed to make an appointment, lead a business meeting, provide feedback, and much more.

- The course focuses on the language most appropriate for each business situation
- Students use Speech Recognition to practice useful phrases in the context of common business scenarios
- Dictation exercises provide additional review
- Questions test student comprehension at the end of each lesson.

Contents

Functioning in Business consists of an introductory video and nine episodes of a continuing story. Each episode is followed by a variety of exercises that develop listening and speaking skills for the business-centered environment. Lessons include listening and speaking exercises, voice recognition and dictation exercises, and comprehension questions.

Introduction	An Important Business Trip
Episode 1	Checking In
Episode 2	Making an Appointment
Episode 3	Confirming Plans
Episode 4	An Important Introduction
Episode 5	A Business Lunch
Episode 6	The Disagreement
Episode 7	Keeping in Touch
Episode 8	New Customer
Episode 9	Negotiation



Testing Tools

Placement Test

DynEd's Placement Test positions students at their appropriate starting point within DynEd's courses. The process is quick and easy, thanks to DynEd's computer-adaptive testing technology.

Speaking Test

Using state-of-the-art speech recognition technology, DynEd's Speaking Test quickly and automatically measures students' oral proficiency, eliminating the need for expensive native language raters.

Mastery Test

DynEd's Mastery Tests confirm a student's grasp of the material within a course. Passing a Mastery Test gives students access to more advanced lessons.

Intelligent Tutor

DynEd's Intelligent Tutor provides students with real-time, qualitative feedback that continuously helps them maximize the outcomes of their DynEd study time.