



learn
understand
speak
interact
succeed

Scope & Sequence

business series

business series

ELLIS



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language is power

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ELLIS BUSINESS SERIES™

	Theme 1 Airport	Theme 2 Ground Transportation	Theme 3 Hotel	Theme 4 Food	Theme 5 Entertainment Social
Lessons	<ol style="list-style-type: none"> Airline Check in Dealing with Problems Immigration Customs Exchanging Money 	<ol style="list-style-type: none"> Rental Car Making Transportation Arrangements Taxi 	<ol style="list-style-type: none"> Checking In Concierge Hotel Services Checking Out 	<ol style="list-style-type: none"> Breakfast Lunch Dinner Reservations Getting a Drink Ordering Dessert Paying 	<ol style="list-style-type: none"> Meeting Reception Meeting Giving a Compliment Making an Invitation
Grammar Focus	<ul style="list-style-type: none"> Perfect tense Past tense Progressive tense Present tense Future tense 	<ul style="list-style-type: none"> Conditionals Gerunds and infinitives Prepositions review 	<ul style="list-style-type: none"> Yes/No questions Information (Wh-) questions Tag questions “How” questions 	<ul style="list-style-type: none"> Articles Count and Non-count nouns Quantifiers Pronouns 	<ul style="list-style-type: none"> Common Forming the perfect Forming the future
Communication	<p>Answering questions</p> <p>Dealing with problems</p> <p>Discussing where and how to exchange money</p> <p>Discussing exchange rates and exchange fees</p>	<p>Renting a car</p> <p>Asking for and giving directions</p> <p>Giving instructions</p> <p>Arranging for airport or hotel shuttles</p> <p>Arranging for and hailing a taxi</p>	<p>Checking into a hotel</p> <p>Ordering room service</p> <p>Calling housekeeping</p> <p>Arranging for a wake-up call</p> <p>Checking out of the hotel and discussing the bill</p>	<p>Ordering food in a restaurant</p> <p>Asking about specials</p> <p>Ordering drinks and dessert</p> <p>Paying the bill</p> <p>Discussing questions about the bill</p>	<p>Greetings</p> <p>Small talk</p> <p>Giving and complimenting</p> <p>Making an invitation</p>
Culture	<p>Airline check-in procedures</p> <p>Dealing with problems</p> <p>Immigration and customs procedures</p> <p>Expressing dissatisfaction</p> <p>Exchanging money</p> <p>Using traveler’s cheques</p>	<p>Driver licenses</p> <p>Differences between rental cars</p> <p>Airport and hotel shuttles</p> <p>Advantages of taking a taxi</p>	<p>Hotel reservations</p> <p>Hotel concierge</p> <p>Using hotel services</p> <p>Checking out</p>	<p>Common breakfast, lunch, and dinner foods</p> <p>Restaurant reservations</p> <p>Tipping the server</p> <p>Restaurant specials</p> <p>Common practices when paying the bill</p>	<p>Appropriate</p> <p>Small talk</p> <p>new acquaintances</p> <p>Forms of communication</p> <p>Giving and complimenting</p> <p>Invitations</p>
Pronunciation Focus	<ol style="list-style-type: none"> [ɛ] eh them [ɪ] i miss [ə] ah document [e] ey place [i] ee need 	<ol style="list-style-type: none"> [aɪ] ai like [j] y you [ɪ] i in 	<ol style="list-style-type: none"> [p] p help [z] z is [u] oo room [s] s still 	<ol style="list-style-type: none"> [ð] dh that [tʃ] ch cheese [r] r garlic [] uh just [l] l lemon [o] o okay [θ] th think 	<ol style="list-style-type: none"> [t] t [a] [ɔ] [ŋ] r

Theme 5 Business Social Skills	Theme 6 Greetings, Introductions, and Farewells	Theme 7 Phone Skills	Theme 8 Negotiations	Theme 9 Contracts
<p>g the ionist</p> <p>g your Contact</p> <p>and Accepting ments</p> <p>and Accepting ons</p>	<ol style="list-style-type: none"> 1. Making Introductions 2. Small Talk – Business 3. Small Talk – Personal 4. Saying Goodbye 	<ol style="list-style-type: none"> 1. Answering the Phone and Taking Messages 2. Making and Changing an Appointment 3. Placing an Order 4. Making Travel Arrangements and Reservations 	<ol style="list-style-type: none"> 1. Clarifying Meaning 2. Handling Objections and Reaching Consensus 3. Seeking Assurances 	<ol style="list-style-type: none"> 1. Considering Options 2. Term and Termination 3. Territories 4. Legal Issues 5. Making, Accepting, and Declining Requests
<p>n contractions</p> <p>contractions in fect tense</p> <p>contractions in re tense</p>	<ul style="list-style-type: none"> • Equatives • Comparatives • Superlatives • Parallel structures 	<ul style="list-style-type: none"> • Modal auxiliaries • Types of modals 	<ul style="list-style-type: none"> • Active versus passive voice • Forming the passive voice • Stative passive voice • Other forms of passive voice 	<ul style="list-style-type: none"> • Greek and Latin word roots • Prefixes and suffixes • Noun and adjective forms
<p>d accepting nts</p> <p>d accepting</p>	<p>Greeting acquaintances</p> <p>Making introductions</p> <p>Giving compliments to friends</p> <p>Making small talk</p> <p>Discussing jobs and hobbies</p> <p>Pre-closings</p> <p>Saying goodbye and making plans to meet in the future</p>	<p>Answering the phone</p> <p>Taking messages</p> <p>Asking for voice mail</p> <p>Making an appointment</p> <p>Discussing dates and times</p> <p>Paying for an order over the phone</p> <p>Asking for and giving appropriate information</p>	<p>Asking for repetition or explanation to clarify meaning</p> <p>Apologizing for mistakes or delays</p> <p>Making objections and expressing concerns</p> <p>Discussing solutions and resolving concerns</p> <p>Making commitments</p>	<p>Methods of negotiating</p> <p>Discussing options with clients and customers</p> <p>Discussing terms of a contract</p> <p>Discussing legal issues</p> <p>Discussing territory and distributing issues</p> <p>Making/accepting requests</p> <p>Declining requests</p>
<p>re greetings with aintances</p> <p>non-verbal ation</p> <p>d accepting nts</p>	<p>Common greetings with acquaintances</p> <p>Common introductions—formal and informal</p> <p>Giving compliments in introductions</p> <p>Appropriate and inappropriate small-talk topics</p> <p>Complimenting others; occupations and hobbies</p> <p>Saying goodbye—formal and informal</p>	<p>Common phone greetings and goodbyes</p> <p>Common introductions over the phone</p> <p>Methods of payment</p> <p>Making travel arrangements and reservations</p> <p>Confirming reservations</p>	<p>Importance of asking questions to clarify meaning and obtain information</p> <p>Polite ways to express problems or concerns</p> <p>Methods of resolving concerns</p> <p>Commitments in business</p>	<p>Importance of negotiating</p> <p>Importance of commitment to customers</p> <p>Making requests</p> <p>Listening skills</p> <p>Terms of a contract</p>
<p>ten</p> <p>aw out</p> <p>zh pleasure</p> <p>ng going</p>	<p>6.1 [u] oo you</p> <p>6.2 [] u good</p> <p>6.3 [a] ow doubt</p> <p>6.4 [g] g give</p>	<p>7.1 [b] b back</p> <p>7.2 [w] w well</p> <p>7.3 [h] h handle</p> <p>7.4 [k] k king</p>	<p>8.1 [v] v five</p> <p>8.2 [ʃ] sh share</p> <p>8.3 [U] u would</p>	<p>9.1 [g] g glad</p> <p>9.2 [ts] ts that’s</p> <p>9.3 [d] d dealer</p> <p>9.4 [f] f fire</p> <p>9.5 [e] ey days</p>

thematic scope and sequence



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	Theme 10 Discussing Business	Theme 11 Planning	Theme 12 Meetings
Lessons	<ol style="list-style-type: none"> Talking with Co-Workers Finding Solutions Discussing Opinions Expressing Agreement and Disagreement 	<ol style="list-style-type: none"> Planning a Meeting Making Arrangements for a Trade Show 	<ol style="list-style-type: none"> Conducting a Meeting Describing Trends Reporting Results
Grammar Focus	<ul style="list-style-type: none"> Personal pronouns General pronouns Possessive pronouns Reflexive pronouns Direct/Indirect object pronouns 	<ul style="list-style-type: none"> Meanings of prepositions Types of prepositions Phrasals (two-word and three-word verbs) 	<ul style="list-style-type: none"> Subject-verb agreement Subject-verb agreement with prepositional phrases Gerunds as subjects Singular pronouns Unusual non-count nouns
Communication	<p>Expressing concerns</p> <p>Giving suggestions/stating opinions</p> <p>Discussing and writing proposals</p> <p>Reaching an agreement</p>	<p>Making arrangements for a business meeting at a hotel</p> <p>Discussing meeting-room options</p> <p>Discussing catering options</p> <p>Discussing equipment rental</p> <p>Making arrangements for a booth and equipment at a tradeshow</p>	<p>Making introductions in a business meeting</p> <p>Discussing the agenda for a business meeting</p> <p>Giving status reports</p> <p>Discussing the many factors that affect a business</p> <p>Discussing sales and financial reports</p> <p>Discussing different options to increase profits and sales</p>
Culture	<p>Coffee and lunch breaks</p> <p>Polite and impolite methods of sharing opinions</p> <p>Methods of giving suggestions in the workplace</p> <p>Expressing ideas with confidence</p>	<p>Why companies host business conferences</p> <p>Importance of knowing important information when planning for a business meeting or tradeshow</p>	<p>Conducting a business meeting</p> <p>Giving status reports in a meeting</p> <p>Asking and answering questions in a meeting</p> <p>Factors that can affect a business</p> <p>Business strategies to increase profits and sales</p>
Pronunciation Focus	<p>10.1 [ɔɪ] oy join</p> <p>10.2 [s] s us</p> <p>10.3 [r] r agree</p> <p>10.4 [h] h hurt</p>	<p>11.1 [m] m meal</p> <p>11.2 [æ] a laptop</p>	<p>12.1 [n] n nice</p> <p>12.2 [dʒ] j just</p> <p>12.3 [ə] ah profit</p>