

Topics

1. Money
2. Bitcoins
3. Current accounts
4. The history of banking
5. Banking products and services
6. E-banking
7. Commercial and retail banks
8. Central banks
9. Investment banking
10. Interest rates

Grammar

1. Tenses:
 - present simple
 - present continuous
 - past simple – used to/would
 - past continuous
 - present perfect
 - present perfect continuous
 - past perfect
 - past perfect continuous
 - future – present tenses for the future
going to future

future – simple, continuous and perfect
2. Modals
3. If and wish
4. Passive
5. Reported speech
6. Gerunds and infinitives
7. Adjectives and adverbs – comparison, order of adjectives
8. Articles and pronouns
9. Relative clauses
10. Nouns – countable and uncountable, plural nouns
11. Conjunctions and prepositions
12. Phrasal verbs

Functional elements

1. Greetings, farewells, special occasions; Business introductions
2. Dealing with the public
3. Asking for and giving information
4. Taking a booking, dealing with a complaint
5. Complete a register, exchange personal details
6. Writing inquiries and offers
7. Apologies, excuses and thanks
8. Requests, invitations and suggestions
9. Opinions, agreeing and disagreeing
10. Formal and informal English
11. Abbreviations
12. Time, numbers, distance, size, dimension, shapes, colours, patterns

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