

# MACRO-ARGOMENTI DI STUDIO

## Livello A1-A2

- » Being a point of reference for the office
  - » E-mails and Phone calls
- » Principles of pronunciation and word stress
  - » Introducing yourself and small talk
  - » Making arrangements for an event
- » Managing difficult conversations through e-mail
  - » Business writing
- » Arranging business lunches and professional social events
  - » Principles of meetings and video calls
- » Principles of professional presentations (the ten-minute speech)
  - » and more ...