

A Real Sample

20-Session Business English Curriculum

Communicating, Negotiating & Managing Vendors in English

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Student: D.....— Project Manager, TSMC, Taiwan

Context: negotiates terms, discusses transportation/logistics

Level: B2 → building toward B2+/C1 speaking fluency in business contexts

Format: 20 sessions × 50 minutes, **speaking-first**

How Every Session Runs (50 min)

Stage	Time	What happens
Warm-up	5 min	Quick spoken recap / opinion question tied to today's topic
Input	8 min	New vocab + grammar, introduced through a short model dialogue (not a lecture)
Controlled Practice	7 min	Drill the new language <i>out loud</i> — sentence transformation, quick-fire Q&A
Speaking Task	25 min	Roleplay / negotiation / simulation — the core of the lesson
Wrap-up & Feedback	5 min	Error correction on what Danny actually said, plus 1 homework task

Course Map

Unit	Sessions	Theme
1	1–4	Foundations — Cross-Cultural Rapport
2	5–8	Negotiating Terms & Pricing
3	9–12	Transportation, Logistics & Deadlines
4	13–16	Meetings, Problem-Solving & Persuasion
5	17–20	Advanced Fluency & Cultural Mastery

Unit 1 — Foundations: Cross-Cultural Rapport

#	Session	Speaking Task	Grammar	New Vocabulary
1	Reading the Room: Direct vs. Indirect Communication <i>(delivered)</i>	Recount a real vendor miscommunication; spot a "soft no"	Past simple vs. past continuous	read between the lines, beat around the bush, sugar-coat, on the same page, iron out, the ball is in your court, cut to the chase, back to square one
2	Building Rapport Before Business	Open a vendor call with natural small talk	Present perfect ("How long have you worked with...?")	build rapport, touch base, long-time partner, look forward to, keep (someone) in the loop, catch up
3	Introducing Your Role & Project	60-second self-intro to a new vendor contact	Present simple vs. present continuous	oversee, be in charge of, coordinate, cross-functional, supply chain, point of contact
4	Capstone — The First Call	Full simulated first call with a new Japanese vendor rep: small talk → introductions → reading indirect cues	Review 1–3	Recycled

Unit 2 — Negotiating Terms & Pricing

#	Session	Speaking Task	Grammar	New Vocabulary
5	Quotations & Pricing Structures	Request a quote; compare two offers out loud	Comparatives & superlatives	quotation, unit price, deposit, balance payment, markup, bulk discount
6	Making Offers & Counteroffers	Negotiation roleplay: propose and counter terms	2nd conditional ("If you could offer 10% off, we'd sign today")	leverage, concession, counteroffer, trade-off, win-win, deadlock

7	Disagreeing Diplomatically	Push back on a term without damaging the relationship	Modals for hedging (could/might/may + softeners)	"I'm afraid...", "Perhaps we could...", accommodate, reservation, meet in the middle
8	Capstone — The Pricing Negotiation	One full call: settle price <i>and</i> payment terms	Review 5–7	Recycled

Unit 3 — Transportation, Logistics & Deadlines

#	Session	Speaking Task	Grammar	New Vocabulary
9	Shipping Terms & Responsibility	Explain who's responsible at each shipping stage	Passive voice	FOB, CIF, EXW, DDP, freight forwarder, customs clearance, bill of lading
10	Deadlines, Lead Times & Scheduling	Negotiate a delivery date; express urgency	Future forms + time clauses (by the time, once, as soon as)	lead time, buffer stock, turnaround time, expedite, backlog, bottleneck
11	Handling Delays	Call to report and resolve a delay	Reported speech	force majeure, port congestion, contingency plan, root cause, workaround, escalate
12	Capstone — The Delay Call	Live simulation: a shipment is delayed, negotiate a resolution in real time	Review 9–11	Recycled

Unit 4 — Meetings, Problem-Solving & Persuasion

#	Session	Speaking Task	Grammar	New Vocabulary
13	Leading a Call or Meeting	Chair a short mock meeting: agenda → summary → next steps	Suggestion structures ("Let's...", "Shall we...", "Why don't we...")	agenda, action item, follow up, circle back, recap

14	Making Your Case	Persuade a vendor to prioritize your order	Linking words (however, therefore, as a result, on the other hand)	prioritize, justify, commit, guarantee, compelling
15	Raising Quality Issues	Diplomatically raise a defect/quality problem	Present perfect (simple & continuous)	defect rate, quality control, corrective action, inspection, non-conformance
16	Capstone — The Vendor Review Meeting	Full mock quarterly review: performance, issues, next steps	Review 13–15	Recycled

Unit 5 — Advanced Fluency & Cultural Mastery

#	Session	Speaking Task	Grammar	New Vocabulary
17	Reading Hierarchy & Consensus Culture	Ask polite, indirect questions to find out who really decides	Indirect questions ("I was wondering if...", "Would it be possible to...")	consensus, hierarchy, stakeholder, decision-maker, face-saving
18	Long-Term Partnership Talk	Discuss future capacity, growth, and long-term collaboration	Future continuous & future perfect	long-term partnership, capacity planning, scale up, mutual benefit, forecast
19	Review & Weak-Point Drilling	Spontaneous dialogue recycling all course idioms; tutor targets Danny's recurring errors	Flexible — based on errors logged in Sessions 1–18	Cumulative review
20	Final Capstone — The Full Negotiation	One continuous call: small talk → negotiate terms → discuss logistics → handle a problem → close the deal (record for feedback)	Natural integration of all points	Full course recycle

Appendix A — Full Vocabulary Bank (by unit)

- **Unit 1:** read between the lines, beat around the bush, sugar-coat, on the same page, iron out, the ball is in your court, cut to the chase, back to square one, build rapport, touch base, long-time partner, look forward to, keep in the loop, catch up, oversee, be in charge of, coordinate, cross-functional, supply chain, point of contact
- **Unit 2:** quotation, unit price, deposit, balance payment, markup, bulk discount, leverage, concession, counteroffer, trade-off, win-win, deadlock, accommodate, reservation, meet in the middle
- **Unit 3:** FOB, CIF, EXW, DDP, freight forwarder, customs clearance, bill of lading, lead time, buffer stock, turnaround time, expedite, backlog, bottleneck, force majeure, port congestion, contingency plan, root cause, workaround, escalate
- **Unit 4:** agenda, action item, follow up, circle back, recap, prioritize, justify, commit, guarantee, compelling, defect rate, quality control, corrective action, inspection, non-conformance
- **Unit 5:** consensus, hierarchy, stakeholder, decision-maker, face-saving, long-term partnership, capacity planning, scale up, mutual benefit, forecast

Appendix B — Grammar Scope & Sequence

1. Past simple vs. past continuous
 2. Present perfect
 3. Present simple vs. present continuous
 4. Comparatives & superlatives
 5. 2nd conditional
 6. Modals for hedging/politeness
 7. Passive voice
 8. Future forms + time clauses
 9. Reported speech
 10. Suggestion structures
 11. Linking words / discourse markers
 12. Present perfect simple & continuous
 13. Indirect questions
 14. Future continuous & future perfect
 15. Mixed review (error-driven)
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