



A2 Business

- *Introduce yourself professionally.*
- *Participate in meetings.*
- *Give presentations.*
- *Interact in the workplace.*
- *Work online.*
- *Make sales.*
- *Negotiate with confidence.*

A2 BIZ 01 – Introducing yourself and others professionally.

A2 BIZ 02 – Interviewing.

A2 BIZ 03 – Meetings: Planning and participating.

A2 BIZ 04 – Giving a presentation.

A2 BIZ 05 – Interacting in the Workplace.

A2 BIZ 06 – Working online.

A2 BIZ 07 – Making a sale.

A2 BIZ 08 – Negotiating.