



English for Sales & Purchasing

THE COURSE

- 01 Jobs & duties**
talking about your job, goals and objectives
- 02 New contacts**
establishing contact; polite conversation; small-talk
- 03 Offers**
offers, tenders and bids; talking about a product
- 04 Negotiations**
discussing terms & conditions; negotiations
- 05 Orders**
exchanging information; handling orders
- 06 Customer care**
complaint management; apologies

LOCATION

The course is provided in-house or at an external venue.

ENGLISH FOR SALES & PURCHASING

This course is designed for participants who have the need to speak English more fluently in order to excel in their roles as sales people or purchasers. The focus of this course is to provide the participant with the tools to perform their duties with confidence.

Duration: 30 hours

