



# English for Business Communication

## THE COURSE

**01**

### Cultures

define culture; how different cultures do business

**02**

### Socializing

welcoming visitors; getting to know you; small talk

**03**

### On the telephone

receiving & making calls; taking messages

**04**

### Presentations

the plan; the prep; the practice; the presentation

**05**

### Meetings

holding a meeting; suggesting & clarifying

**06**

### Negotiations

types of negotiation; types of negotiator, the solution

## LOCATION

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

## ENGLISH FOR BUSINESS COMMUNICATION

This course is designed to provide the participants with a solid foundation in how to use English as a communications tool for business. The focus of the course is to communicate both verbally and in writing in English. It provides up-to-date words, phrases and expressions for use in business.

Duration: 30 hours

