



English

for Business

WELCOME

Build Confidence. Strengthen Communication. Grow Your Business.

In today's global business environment, the ability to communicate effectively in English is no longer a bonus – it is a necessity.

At Accent on Training, our English for Business programs are designed to develop confident, capable communicators who can operate effectively in real workplace situations. From everyday conversations to high-level meetings, presentations, and negotiations, our courses provide practical, results-driven language training.

Each course focuses on real-world application, ensuring that participants not only learn English – but use it with clarity, confidence, and purpose.

Whether your team is building foundational skills or refining advanced communication, our programs deliver measurable improvements that support both individual success and business performance.



**Stronger
Teamwork**



**Improved
Performance**

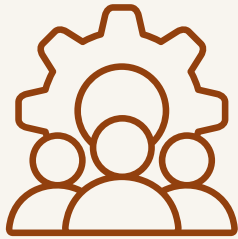


**Global
Readiness**

Practical English. Real Results. Immediate Impact.

BENEFITS

Real Benefits for People and Business



For the Employee

- ✔ Communicate with greater confidence in everyday work situations
- ✔ Participate more actively in meetings, discussions, and presentations
- ✔ Reduce hesitation, misunderstandings, and communication stress
- ✔ Build stronger relationships with colleagues, clients, and partners
- ✔ Develop skills that support career growth and promotion opportunities
- ✔ Feel more comfortable working in international and multicultural environments



For the Company

- ✔ Improve communication across teams and departments
- ✔ Increase efficiency by reducing errors and misunderstandings
- ✔ Strengthen professionalism in client-facing situations
- ✔ Enhance collaboration with international partners and stakeholders
- ✔ Build a more confident, capable, and engaged workforce
- ✔ Support global business growth through stronger communication skills

When your people communicate better, your business performs better.



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





English for Crossing Cultures

THE COURSE

01 Introduction

Understanding how culture influences communication styles, expectations, and behavior.

02 High- vs Low-Context Communication

Learning how different cultures communicate directly or indirectly - and how to adapt.

03 Around the World

Exploring differences in tone, formality, hierarchy, and decision-making.

04 Building Relationships

Developing trust, rapport, and professional relationships in international environments.

05 Avoiding Misunderstandings

Identifying common cross-cultural communication mistakes and how to prevent them.

06 Meetings, Email & Etiquette

Adapting communication style for different cultures in everyday business situations.

07 Feedback Across Cultures

Learning how to communicate feedback clearly and respectfully in different cultural contexts.

08 Global Communicating

Applying all skills to real-world scenarios, presentations, and international collaboration.

ENGLISH FOR CROSSING CULTURES

This course focuses on the subtle but critical differences in communication styles, expectations, and business etiquette across cultures. Participants will learn how to avoid misunderstandings, build stronger relationships, and communicate with clarity, respect, and confidence in international settings.

Duration: 30 hours



LOCATION

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

Contact Person: Anne Choi



www.accent-on-training.com



info@accent-on-training.com



English for Socializing

THE COURSE

- 01 Making contact**
making arrangements via email; meeting; small talk
- 02 Welcoming visitors**
welcoming visitors; introductions
- 03 Getting acquainted**
topics to talk about; taboo topics
- 04 Entertaining a visitor**
sightseeing; recommending things to do
- 05 Eating out**
small talk in a restaurant; discussing food
- 06 Networking**
starting a conversation; presenting your company

LOCATION

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

ENGLISH FOR SOCIALIZING

This course is designed for participants who want to be able to build good relationships with international clients, partners and colleagues. The focus of this course is to equip the participant with the tools for them to have the confidence to establish and maintain successful business relationships.

Duration: 30 hours





English for Presentations

THE COURSE

01

Introduction

welcoming an audience;
introductions

02

Presentation tips

body language; presenting to
English-speaking audience

03

Here you can see...

visuals; numbers;
emphasizing

04

Visuals

describing graphs &
trends; visuals

05

Summation

how to conclude your
presentation

06

Q&A

handling the question &
answer session

LOCATION

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

ENGLISH FOR PRESENTATIONS

This course is designed for participants who have the need to give or attend presentations in English and want to be able to build upon their conversational English. The focus of this course is to equip the participant with the tools for them to have the confidence in giving and attending presentations.

Duration: 30 hours





English for Negotiations

THE COURSE

- 01 Setting objectives**
setting & prioritizing; the agenda, HIT table
- 02 The meeting**
invitations, changes to the agenda, goals; best approach
- 03 Proposals**
making & responding to proposals; counter-offers
- 04 A new offer**
types of negotiation; positioning; resolution
- 05 Deadlock**
handling conflict; dealing with differences
- 06 Agreement**
finalizing the agreement; the action plan; closing

LOCATION

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

ENGLISH FOR NEGOTIATIONS

This course is designed for participants who have need to negotiate in English at work. The course is set up to offer the participant sufficient time to practice the new skills learned to equip the participant with the tools for them during the course.

Duration: 30 hours





English for Meetings

THE COURSE

- 01 The plan**
arranging a meeting;
confirming; rescheduling
- 02 The beginning**
greetings; introductions; the
agenda; the objectives
- 03 The interjection**
reporting progress; cause
and effect; interruptions
- 04 The agreement**
asking for contributions;
expressing opinions
- 05 The deal**
responding to offers;
consensus; summarizing
- 06 The conclusion**
ending meetings; thanking
attendees; follow-ups

LOCATION

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

ENGLISH FOR MEETINGS

This course is designed to provide the participants the vocabulary and the confidence to hold and attend meetings locally or globally in English.

Through a series of role-plays and various scenarios the participants have the opportunity to use the skills learned in real-life settings.

Duration: 30 hours



English for Email

THE COURSE

- 01 Introduction**
email screen; structure;
subject lines
- 02 Formal vs informal**
formal & informal language;
abbreviations
- 03 Enquiries**
writing & replying to
enquiries; politeness
- 04 Action requests**
writing to colleagues;
deadlines & action points
- 05 Information exchange**
informing & replying;
colloquialisms; diplomacy
- 06 Arranging**
making plans, apologizing;
times and dates

LOCATION

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

Contact Person: Anne Choi

ENGLISH FOR EMAIL

This course is designed for participants who have the need to read and especially write emails in English.

Writing in English can be low priority compared to one's ability to speak in English, but in today's marketplace being comprehensible in written English is important.

Duration: 30 hours





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



DELIVERY OPTIONS

Flexible Training Solutions That Fit Your Needs



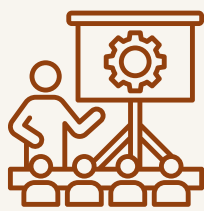
On-Site
Training



On-Line
Sessions



Multi-Week
Programs



Workshops



1:1
Coaching

All programs can be customized to meet your organization's goals.

READY TO IMPROVE ENGLISH IN YOUR WORKPLACE?

Let's Build a Training Program That
Delivers Results

BOOK A FREE CONSULTATION



www.accent-on-training.com



info@accent-on-training.com



010-8853-1287

