

# Business English Course

## Course Description:

These courses include work on the writing skills of English –primarily focused on written communication within the organization and also work on grammar, business vocabulary and pronunciation. You will:

- Improve your fluency and accuracy in business writing. By the end of the course you should feel confident about your writing and be able to communicate effectively in situations reflected in the written component of the examination
- Write clear and concise documents to accomplish business objectives
- Compose targeted messages using a structured business writing process
- Adapt your writing to your audience's needs
- Fine-tune language to improve persuasiveness and impact
- Enhance e-mail communication by creating clear and specific messages
- Write an effective Executive Summary to communicate key issues in your documents

## Course Benefits

An essential aspect of communication is writing clear, concise, targeted and persuasive text. Achieving the results you want from your e-mails, proposals, recommendation reports, and other business documents depends on your ability to grab your audience's attention and persuade them to act on your ideas. In this course, you develop effective writing skills that convey a credible message and project a professional image. Through practical hands-on exercises, you create compelling and powerful business documents and reports.

We believe that you learn English by using it. This means that you will be very active in class. You will spend a lot of time practicing new language and speaking with other students. Our teachers will listen to you, correct your mistakes, build your confidence, and give you advice on how you can improve. We will also show you ways to practice your English outside class so that you can make progress more quickly.

## Who Should Attend?

This course is designed for professionals at all levels who want to improve their business-writing skills. Intermediate level with the English language is assumed.

## Training Duration:

Business English Course is spread in 10 days (Saturdays), with two hours of lectures; usually from 10:00 – 12:00.

## Training Cost:

Business English Course costs 140 € in total.