**CURRICULUM OF ENGLISH LANGUAGE BUSINESS COURSES**

**OVERVIEW**

This course is designed to teach participants the ability to communicate effectively in English specifically in the professional/ business market. Participants will expand their English vocabulary, improve their ability to write and speak in English for both social and professional interactions and learn terminology and skills that can applied to business negotiations, telephone conversations, written reports and emails, and professional presentations.

The course is for professionals who want excellent quality language training without the need to travel. You may want to gain confidence for working with colleagues and partners abroad, you may be looking for a new job, or you may want to prepare yourself for an event or presentation. This course will give you the skills and confidence you are looking for to progress in your career.

**WEEK 1**

The first module will begin by enlarging the participants’ vocabulary and learning customs related to socializing and networking in English. The goal is to enable participants to interact with business contacts in person, on the phone and over email in a professional way.

Module Learning Objectives

~~•~~ Determine whether the objectives of course and align with participants’ learning goals

• Evaluate participants’ current level of proficiency in business English communication

• Present relevant information about participants’ in a discussion forum

• Develop participants’ networking skills

• Write short emails with appropriate formatting

• Recognize and produce formal and informal language in emails

• Develop vocabulary related to jobs and companies

**WEEK 2**

This course will teach participants’ vocabulary and skills related to participating in meetings. Participants’ will learn terms and phrases used both in email and in speaking to arrange, participate in, and conclude meetings. The goals of this module is to enable participants’ to effectively learn skills pertaining to on-site meetings and teleconferences and to participants’ to write a proposal as an outcome of a meeting.

Module Learning Objectives

• Arrange a meeting though email and by telephone

• List expectations and protocols related to on-site meetings and teleconferences

• State phone numbers, dates, currencies and sales figures accurately

• Write a proposal with appropriate organization and vocabulary

**WEEK 3**

This module teaches you language and techniques that will help make participants give effective presentations in English.

Course Learning Objectives

• Present information in an organized and engaging way

• Share data in through standard industry presentations

• Use persuasive language in a presentation

**WEEK 4**

In this module, the context will be a real-world situation where participants’ will be asked to develop a project from start to finish using the skill sets gained in the previous modules.

Course Learning Objectives

• Negotiate strategically in formal and informal settings

• Identify and resolve customer issues after a negotiation has taken place

• Evaluate and compare services

• Plan a business event using negotiation skills

• Write an announcement for a business event after selecting a venue

**INDIVIDUAL SPEAKING CLASSES**

2 TIMES PER WEEK / 90MIN

SPECIFIC TOPICS BASED ON THE OCCUPATION OF THE CANDIDATE

4 weeks/ 12 hrs. total Personal instruction by native English teacher provide a highly personalized learning solution meeting the individual needs of the participant to effectively fulfill their business commitments.