

Business English Course Outline

Introduction to Business English:

Overview of the importance of effective communication in the business world

Common business English terms and expressions

Professional Communication Skills:

Writing professional emails

Business letter writing

Telephone etiquette and effective communication

Meetings and Presentations:

Participating in meetings (expressing opinions, agreeing, and disagreeing)

Planning and delivering presentations

Using visual aids effectively

Business Vocabulary and Jargon:

Industry-specific vocabulary

Common business jargon and acronyms

Understanding and using financial terminology

Negotiation Skills:

Techniques for successful negotiation

Role-playing negotiation scenarios

Writing and understanding contracts

Networking and Socializing:

Small talk in a professional context

Networking strategies and skills

Attending and participating in business events

Business Writing:

Report writing

Proposal writing

Memo and business document formatting

Cross-Cultural Communication:

Understanding cultural nuances in business communication

Handling international communication effectively

Team Collaboration:

Communicating within a team

Effective teamwork and collaboration skills

Conflict resolution in a professional setting

Resume and Interview Skills:

Crafting a professional resume

Interview preparation and techniques

Mock interviews and feedback

Industry-Specific Focus:

Tailoring the course to the specific industry or profession of the learners

Customizing vocabulary and scenarios for relevance

Technology Integration:

Using business communication tools (emails, video conferencing)

Incorporating technology for effective communication