

Calliste Consulting

CVR-nr.:32238262

Business English

Course Overview

Confidence in writing, reading and speaking skills are essential for effective communication.

This course is tailor-made and flexible to meet your specific language needs.

It provides you with the key skills and tools you need to get your message across in English.

Learning Objectives

- ❑ More confidence in your ability to conduct business in English.
- ❑ Better verbal fluency in face-to-face business communications.
- ❑ Greater professional approach when interacting with clients.
- ❑ Improved oral and written communication with international clients and colleagues.
- ❑ Enhanced comprehension skills.

Who is it for?

It is suitable for English learners who are at the beginner, intermediate or advance stages of their language development.

Course Content

- ❑ Improving fluency in the use of English.
- ❑ Developing listening skills for meetings and teleconferences.
- ❑ Focusing on Grammar, Spelling and Punctuation mistakes.
- ❑ Building your vocabulary to suit your job description (sales, marketing, telecommunications, banking, insurance, construction, technology, hotel management, environment etc.).

Course Content

- Learning Business English expressions/jargon to suit your industry.
- Achieving clarity in written English (reports, tenders, proposals, letters, emails).
- Engaging in small-talk for smooth business relationships with international customers or colleagues.