



HEROTEC

NETWORK PROFESSIONAL TRAINING

Business English

PROFE

Introduction

Business English course is designed to improve trainees' potential to communicate effectively in both spoken and written English in a wide range of business situations. The course will develop the communication skills needed to succeed in business. Trainees will become more fluent and confident in using the language of business and this will increase their future career prospects.

The course works mainly on the language used in global business environment. It covers many different topics via studying videos, audio recordings and contexts.

Course Domains:

- The language of business meetings (idioms and phrases to sound professional in the workplace)
- Presentation language
- Email writing (formal – informal)
- Business telephone conversations
- Common business topics (negotiation - managing change – teamwork – leadership – customer care)

Course Objectives:

- Develop their Business English skills necessary for their career
- Communicate more confidently, accurately, and fluently in both spoken and written English
- Use a great range of business idioms that empowers them to express themselves efficiently
- Build confidence in using English in business situations such as emails and meetings, combined with working successfully in a cross-cultural environment
- Improve their understanding of English rectifying the most common mistakes to enable them to show the proper manner
- Enhance their presentation language
- Become confident in using English at work and in situations connected with work

Duration:

- 24 hours

[For more details click here](#)

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