

Business Communications Course

This course has been specifically tailored for professionals working in the business field who are increasingly aware of the need to effectively communicate in spoken and written English.

The course addresses register and style in spoken English, enabling students to communicate confidently and effectively in conversations as well as in giving presentations and public speeches. A range of different skills are addressed including formal writing skills, where register, structure and accuracy are equally important, as well as modern email etiquette.

Stimulating and contemporary classroom materials will be examined and there will be the opportunity to explore your own individual areas of interest and specific needs.

Who is this course for?

This course is designed specifically for professionals already working in a range of different business fields.

What are the course requirements?

We ask that you complete a short Needs Analysis. We may also ask for an online video assessment (eg. Skype) to establish your motivations and goals and to ascertain your level of English (B2 Upper Intermediate or above is ideal).

How long can I take this course for?

The course is as flexible as you need it to be. You can take it for as little as 1 week or for several months. Classes begin on the first Monday of any month and you can choose a time that is convenient to you - a morning class (9.15-12.30) or an afternoon class (12.40-16.35), or a combination of both.

What topics are covered in this course?

Spoken communication

- Tone, register and style
- Giving presentations
- Having discussions
- Chairing meetings
- Giving public speeches

Effective writing

- Style and tone
- Writing emails
- Writing reports
- Writing a review
- Proofing, editing and self-correction

Understanding telephone conversations

Understanding written articles/ reports

With a particular emphasis on using English, both in writing and speaking, you will feel confident that your expertise in business is being communicated to the very highest standard once completing the Business Communications Course.

