

## **Business English**

The course is intended for professional working people who want to become more confident with the practical English they need to solve particular tasks within a specific business area or industry.

Recommended entry level is pre-intermediate (CEF B1) and above.

To provide a stimulating and enjoyable learning and ensure that you study 'real' Business English, authentic Business English materials are used.

Depending on the objective and needs, the participants can choose any topics from the following options:

- recruitment practice and procedures
- presenting your company's strategy, services and products
- promoting your business
- business telephone calls
- presenting facts and figures, graphs
- describing economic trends
- style: clarity and emphasis, politeness and softening
- cultural awareness
- developing argument
- discussions
- business Meetings
- negotiations
- E-mailing in Business
- different types of formal business letters

The course may be adapted to any group of participants and their objectives.