



WHO SHOULD ATTEND THIS COURSE?

Those looking to improve their English language skills, focussing specifically on business-centric terms and phrases.

For more information about this or any other course please contact:

info@global-ats.com

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English Language Courses

COURSE PROSPECTUS

BUSINESS ENGLISH

Course Summary

An initial module focussing on the consolidation and review of general English, followed by a specific business English module.

Entry Criteria

- Students should already have a solid grasp of basic English.

Core Subjects

- Business Topics:
Organizational Structure, Marketing & Advertising, Contracts, Statistics: trends and ratios, Insurance, Contracts, Accountancy & Finance.
- Business Communications:
Business Correspondence, Telephone Technique, Interpersonal Interactions, Conferences, Corporate Entertaining, Language of Meetings, Presentations, Negotiations, Cultural Awareness.
- Human Resource Management:
Basic Terms in Personnel, Working Conditions, Human Resource Planning, Recruitment, Application and Selection, Interviewing Techniques, Benefits, Self Appraisal, Stress and Time Management, Discipline and Grievance, Training
- Supervisory Management:
Leadership Styles, Staff Motivation, Delegation, Decision-making, Change and Innovation

Materials & Methods

- English Language Course books, Dictionaries and specially prepared material are issued to course participants.
- Classroom language study is developed through practical, communicative activities and exercises.



Course Duration
3 Weeks



Group Size
3-20 Students per course



Course Dates
On request