



The Ultimate

BUSINESS ENGLISH COURSE

Empower yourself with effective language and business skills by training and assessment.

Upcoming Batch | 10 seats only*

[Time Table](#)

Welcome to the Business English course.

The Business English course consists of just 1 module. The course provides 40 hours of course content. A total of 24 hours of face-to-face classes on Zoom and 14 hours of additional blended tasks over eight weeks on Weekends. The course content is inspired by the book *Business Result* published by *Oxford university press*.

Our Business English course addresses the language and communication needs of employees at all levels who need to use English at work. The aim of completing the whole course is to move to the C1 level of the Common European Framework of Reference.

Age: 18+

Level of English: Intermediate+

Beginner Module 1 A1	Beginner Module 2 A2	Intermediate Module 1 B1	Intermediate Module 2 B2	Advanced Module 1 C1	Advanced Module 2 C2
Breakthrough Level	Waystage User	Threshold User	Independent User	Competent User	Good User

The course is also suitable for pre-work college students who wish to take up positions in the world of business. The business world is international and many people working in a modern global environment spend much of their time doing everyday tasks in English – communicating with colleagues and work contacts by phone, via email and in a range of face-to-face situations such as formal and informal meetings, discussions and various planned and unplanned social encounters.

The main emphasis of the Business English course is to use English in meaningful and authentic ways. Vocabulary is presented in realistic contexts with reference to authentic companies or organisations. Grammar is also a key element presented in authentic contexts with an emphasis on accuracy as well as fluency.



What you can do with this course:

- You can successfully use Business Communication Skills such as attending meetings, socializing, and presenting information, and much more.
- You can express yourself more clearly in real professional situations.
- You can use appropriate phrases to communicate your opinion with your colleagues.
- You can master the art of small talk, telephoning and short conversations.
- You can use review key grammar for professional conversation at work.
- You can use SENTENCE STARTERS to give your opinion on a specific idea or topic.
- You can use an authentic case study to understand the concept.
- You can take part in a longer work-related activity with lots of opportunities to practice the language.
- You can learn around 300 words and phrases to rebrand your professional communication- both written and spoken.
- You can confidently communicate with colleagues and work contacts by phone, via email and in a range of face-to-face situations such as formal and informal meetings/discussions, and various planned and unplanned social encounters.
- You can prepare to become a manager/or a leader based on your refined communication skills.
- You can practice the activities allowing you to participate in a way that is relevant to you,.
- You can cover a variety of engaging topics over a range of themes to receive a wide overview of the business world.
- You can use SMART PHRASES to bedazzle your everyday communication skills.
- You can master SOUNDS to standardise your voice and accent.

Day 1 Induction • Getting to know each other! • GTKY • GTKC • Needs Analysis			Saturday Clubs / Competition (in any order mentioned below; Please check your emails regularly)	Sunday Clubs / Competition (in any order mentioned below; Please check your emails regularly)
Day 2 First Impression • V- First Impression • BCS- Introducing yourself by email • W- Email Key expressions • PS- Exchanging contact details • Error Correction	Day 3 Describing Situations • G- Language at work • V- Time markers • BCS- meet for the first time • PS- Short Presentation • Peer Feedback and Error Correction	Day 4 Making Business Connections • Case Study • Advantages of networking • My company in 60 seconds • Group presentation • Peer Feedback and Error Correction	Conversation Club South Asian English	Public speech (Topic TBC)
Day 5 Motivation at work! • V- What motivates you? • PS- Setting up your company • BCS- Socialise/Small Talk tricks • PS- Exiting a conversation • Error Correction	Day 6 CEO's style of asking questions • G- Question Tags • PS- Asking relevant questions • PS- Tourist attraction questionnaire • Peer Feedback and Error Correction	Day 7 Solving Staffing Problems • Case Study • Group presentation • Expressing Priorities and laying out an action plan • Peer Feedback and Error Correction	Conversation Club Telephonic Skills	Debate (Topic TBC)

Day 8 I am on schedule! • V- Managing Projects • BCS- Presentation; How to manage a project successfully • V- Pick the right word • Peer Feedback and Error Correction	Day 9 Meetings • G- Asking/Giving Updates • BCS- Making/Responding to suggestions • PS- Catching up with colleagues • Peer Feedback and Error Correction	Day 10 Staff Appraisals • V- Performance • BSC- Discussing or evaluating performance • PS- making People Feel Relaxed • Peer Feedback and Error Correction	Conversation Club Small Talk	Role Play (Topic TBC)
Day 11 New Ideas at Work • V- Ideas and Innovation / Phrasal verbs at office • BCS- Presentation; An Innovative Idea • Peer Feedback and Error Correction	Day 12 Presenting at Work! • BCS- Presenting an idea/ product/service • L- Shireen's Presentation • PS- Thanking and responding • Key expressions- Moving on.. • Error Correction	Day 13 Reporting to Your Manager (13) • V- Numbers and trends • BSC- Explaining facts and figures • PS- Talking about news at work • G- Reported speech review • Peer Feedback and Error Correction	Conversation Club Changing Topic + Interrupting Politely	Extempore (Topic TBC)
Day 14 Progress Practice 1 Marks + Feedback	Day 15 Customer Service • L- Woman on a radio show • V- Words of (dis)satisfaction • PS- Customer Service Questionnaire • Peer Feedback and Error Correction	Day 16 Reassuring and Sympathising • L- Listen to four conversations • GD- Asking about the situation • V- Clarifying or checking facts • PS- Short conversation; Pair work • Peer Feedback and Error Correction	Conversation Club Is the customer king?	Public Presentation (Topic TBC)

Day 17 Being Negative Diplomatically • V- Talking about change (12) • BCS- Presenting Future Plans • G- Future Possibility • Peer Feedback and error correction	Day 18 Teleconferencing • PS- Dealing with situations on phone (11) • G- Modal verbs (obligations) • V- Technical Problems on phone • Feedback and correction	Day 19 Apologising at the office! • V- Outsourcing • BCS- Presenting Factual information • V- Referring to visuals in a PPT / Concluding on a strong note • Apologising and responding	Conversation Club Confusing words	Public Speech (Topic TBC)
Day 20 Formal and Informal English • G- The Passives • V- Impersonal Information • PS- New Controversial Law • Presentation • Feedback and correction	Day 21 Are you changing jobs? • V- Changing jobs / Interviews • PS- Debate on hiring! • BSC- Negotiating solutions • PS- Responding to quick requests • Feedback, and Error Correction	Day 22 99% incorrect English • PS- Talking about Conditions • G- If sentences (1st and 2nd) • BSC- Repatriation package • L- Maria's Interview • Feedback and Error Correction	Conversation Club Getting involved in meetings!	Debate (Topic TBC)
Day 23 Progress Practice 2 Marks + Feedback			Conversation Club Meeting and negotiations collocations	Role Play (Topic TBC)
Day 24 1-1 Feedback • Achievement • Action points • Final counselling			Conversation Club Information Overload	Extempore (Topic TBC)

Certificate from London on successful completion

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