

English for Business



Short description

In this module, participants train grammar knowledge as well as communicative skills. This module makes you familiar with the most important tenses. Another focus lies on indirect speech, passive voice and conditional clauses.

Participants learn how to lead small-talk conversations in English and to talk about different business related topics, e.g. structure of a company or staff motivation. Another focus will be finance management and Corporate Social Responsibility. After having completed this module, you will know how to do a balance sheet, an income statement and single positions in English. Moreover, you will be able to discuss social responsibility of a company easily.

Completing these units, you will be able to take care of the phone and understand and answer E-mails, letters and faxes in English language. We will also train how to read newspaper articles. Participants will learn how to write CVs and applications and will be prepared for possible job interviews in English.

Another emphasis will be laid on successful presentations. The participants learn how to build up a presentation and get to know important rhetorical techniques as well as phrases. After having completed this module, you will easily be ready to give a presentation in a company about sales statistics and future trends.

Contents

- Everyday Business
- Small Talk
- What is Management?
- Motivating Staff
- Business Organisations
- Company Structure
- Recruitment
- Meeting new people
- Talking about your firm
- Telephoning
- Financial management
- Accounting & Financial Statements
- Corporate Social Responsibility
- Written Business Communication
- Oral Business Communication
- Making presentations
- Presenting graphs and charts
- Using grammar correctly

Methodological Framework

Next to an established script we will constantly be using practical examples. For the oral preparation discussions, role-plays and various examples will be used. The written communication is trained through fill-in examples in the script and written tasks, which will be revised. Presentation skills will be improved through short presentations.

Your success will be approved with the 1st Business Certificate®!

