



# Business English

## Introduction

Afternoon business lessons cover language and language skills suitable for the world of work. Please see the list of suggested areas below although the course content may alter where it is student driven through the use of needs analysis forms.

## Objectives

To equip students with the language skills they need for an English-speaking office environment by:

- Teaching common business language and terminology
- Teaching the language needed for standard business situations, such as meetings, negotiation, presentations, telephoning, correspondence and report writing.
- Giving students practice in using business language via case studies, role plays and simulations

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## Course Content

- Problem solving – agreeing, disagreeing, persuading, giving opinions
  - Participating in and/or managing meetings, writing minutes
  - Telephone/skype conversations – exchanging information, confirming details
  - Giving presentations – structure, delivery, pronunciation
  - Identifying register - formal and informal language
  - Preparing a CV
  - Preparing and answering questions for interviews and meetings
  - Email exchanges
  - Note taking
  - Form filling
  - Reports
  - Preparing invoices
  - Writing summaries
  - Vocabulary development – general and idiomatic
  - Networking
  - Social English – meeting and greeting clients and entertaining clients
  - Cultural awareness in a business context
  - Project work
  - Preparation for workplace visits
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