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DEVELOPING BUSINESS COMMUNICATION[©] BUSINESS ENGLISH - LEVEL 2

The Course

This course represents the best choice for professionals who have not attended a specialized programme in English, but who can use English at a satisfactory level in their current job tasks.

This second level represents a useful tool to enhance the knowledge of English language structures, and includes all the grammar issues the participants need to know in order to reach an advanced level. Grammar is taught by practicing topics from areas like: public relations, advertising, socializing and business meetings. The associated vocabulary is learned during activities like delivering short presentations, written assignments or role plays. Participating in this course provides the necessary information to make your presentations dynamic, persuasive and expressive.

Learning outcome

- To handle everyday and specific conversations, at the office or outside work
- To draft reports and other documents specific for the office work
- To handle specific conversations with native English speakers
- To use specific vocabulary for legal, financial and sales activities.

Course Details

Minimum 1, maximum 10 participants

Duration: 45 hours

Trainers: Alina Chirvase, Oana Macroiu, Ramona Ababei, Cristina Catu

AGENDA

1. PERSONAL INTRODUCTION
2. MAKING A PHONE CALL
3. AT THE OFFICE
4. CORRESPONDENCE
5. MY COMPANY
6. THE PEOPLE
7. THE PRODUCTS
8. THE CLIENTS
9. MEETINGS
10. SALES
11. PRODUCTION
12. FINANCE
13. ADVERTISING
14. PUBLIC RELATIONS
15. CULTURAL DIFFERENCES
16. SOCIALIZING
17. RELATIONS WITH CLIENTS
18. RELATIONS WITH SUPPLIERS
19. RELATIONS WITH COMPETITION
20. RELATIONS WITH PARTNERS
21. TRAINING
22. GIVING PRESENTATIONS
23. GIVING FEEDBACK