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INTRODUCING BUSINESS COMMUNICATION[®] BUSINESS ENGLISH - LEVEL 1

The Course

The first level of the Business English course is addressed to people who had some or no exposure to using English and wish to structure information in order to be able to communicate easily in a business environment.

The vocabulary of this course includes specific idioms for the business language. The texts cover topics from management, marketing, finances, sales, and contains practical exercises referring to drafting reports, memos, letters or CV's. The topics of conversation are related to hiring interviews, sales meetings or mass media.

Graduates from this course will be able to structure some basic information in English in different communication situations. Thus, employees will be able to draft certain documents in English with ease, and gain sound knowledge of the spoken language in order to be able to handle conversations with native English speakers.

Learning outcomes

- To offer and obtain specific information about familiar topics within the company
- To draft simple office documents
- To describe past and present experiences
- To plan future activities
- To handle everyday conversations with native English speakers.

Course Details

Minimum 1, maximum 10 participants in a group.

Period: 45 hours

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

AGENDA

1. PERSONAL INTRODUCTION
2. TIME
3. WHAT DO YOU DO?
4. WHAT ARE YOU DOING?
5. ANSWERING THE PHONE
6. AT THE OFFICE
7. MY COMPANY
8. MY COLLEAGUE
9. INTERNAL NOTES
10. YESTERDAY
11. MY RESUME
12. THE JOB INTERVIEW
13. THE REPORT
14. THE INVITATION
15. TRAVELLING
16. AT THE RESTAURANT
17. OUR CLIENTS
18. PLANNING THE FUTURE
19. BUSINESS ACCOUNTING
20. THE SALES MEETING
21. MASS MEDIA
23. OFFICE DOCUMENTS