



Introducing Business Communication©

Online programme

Communicating in English in a business context has been the norm, rather than the exception for some time already. Whether we write a report, answer an e-mail or take part in a videoconference, Business English is a must for fulfilling our daily professional activity. This course helps participants improve their English and acquire a higher level of comfort when using it.

The solution proposed – Introducing Business Communication[©]

The course offers participants with limited or no previous exposure to the language the opportunity to develop their Business English skills. It tackles all the essential areas – conversation, listening, pronunciation and grammar, while the vocabulary is organised around relevant topics and the most common types of business interaction.

The training includes practical exercises and role-plays, and the topics for conversation are grounded in the main business sectors, such as consumer goods, banking, IT or Pharma. The work on grammar and improving accuracy is interactive, taking place in context, so participants gain in fluency and manage independently basic conversations with native and non-native speakers.

Objectives

- Develop **communication** – understanding, speaking, pronunciation

- Develop the **basic vocabulary** they need to interact effectively with their colleagues, partners and clients
- Develop **basic writing skills** – to understand short texts on concrete topics and write simple messages related to business situations

Agenda

1. Personal introduction
2. Telling time and numbers
3. What do you do? – daily activities
4. What are you doing? – current activities
5. Answering the phone
6. At the office
7. My company
8. My colleague
9. Internal communication
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

Logistic details

Duration: 45 hours, split in 1.5-hour sessions

This program is also available in online format.

Number of participants: 1-10

Technology:

- Zoom – easy to use, interactive, visual; breaking rooms for group work, chat
- Mentimeter – for brainstorming and polling
- Facebook closed group for follow-up



Do you have questions about us?
Looking for solutions for your organisation?

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