

## Corporate Communication Skills: English

### What you'll learn

- Essential Vocabulary and Expressions (Natural and Native; Business English & Daily Life)
- Communicate effectively and clearly with clients and colleagues
- Improve English communication in a wide range of business set
- Understand strategies and English skills to secure your dream job

### Who this course is for:

- All pre-professionals/professionals wishing to improve their Business English fluency

Modules		Takeaways	Key Exercises
Module 1	Business English Essentials - Verbal	<ul style="list-style-type: none"> <li>- Professional Introduction</li> <li>- talking about your work</li> <li>- mastering functional language</li> <li>- telephone conversations</li> <li>- meetings and presentations</li> <li>- interviews</li> <li>- Vocabulary and Phrases</li> </ul>	<ul style="list-style-type: none"> <li>● Lecture</li> <li>● Interactive practice</li> <li>● Discussion</li> <li>● Vocabulary</li> <li>● Q/A</li> <li>● Quiz</li> </ul>
Module 2	Business English Essentials - Written	<ul style="list-style-type: none"> <li>- emails and letters</li> <li>- writing a cv</li> <li>- etiquette and tips</li> </ul>	<ul style="list-style-type: none"> <li>● Lecture</li> <li>● Interactive practice</li> <li>● Discussion</li> <li>● Vocabulary</li> <li>● Q/A</li> <li>● Quiz</li> </ul>