

Modules		Takeaways	Key Exercises
Module 1	Conversation in Business Context	<ul style="list-style-type: none"> Presenting yourself in Business settings & other office English Making suggestions Giving instructions Apologizing Asking for a favor Challenging someone's ideas Giving advice Discussing advantages and disadvantages Persuading someone to do something 	<ul style="list-style-type: none"> Role Play Presentation Demonstration
Module 2	Interview English	<ul style="list-style-type: none"> Common Interview questions and probable answer Formal word choice Common Phrases 	<ul style="list-style-type: none"> Demonstration Role Play Mock Interview
Module 3	Presentation Language	<ul style="list-style-type: none"> How to begin a presentation Introducing a new topic Answering question Ending a presentation 	<ul style="list-style-type: none"> Demonstration Role Play Mock Presentation
Module 4	Meeting Room Language	<ul style="list-style-type: none"> Starting a meeting Turn Taking Moving into new topic Agreeing / Disagreeing Ending a meeting 	<ul style="list-style-type: none"> Demonstration Role Play Mock Meeting
Module 5	Communication through Different Channels	<ul style="list-style-type: none"> English for Mobile and social media communication Social media and business acronyms 	<ul style="list-style-type: none"> Demonstration Role Play Mock Meeting
Module 6	English for emails	<ul style="list-style-type: none"> Introduction of an Email Common mistakes Writing proper subject line Writing purpose Attaching File and Ending an Email 	<ul style="list-style-type: none"> Demonstration Email Writing