



BESPOKE BUSINESS

ENGLISH COURSE

COURSE OBJECTIVE

This course is designed to assist non-English native speakers in gaining Commercial and Professional English language skills.

This course has been designed to promote the employability of students in professional English speaking roles.

COURSE FORMAT

The course normally runs over two days from 10:30 to 16:30, however, the timetable can be amended to the request of the client.

COURSE CONTENT

Souters' tutors are native English speakers and have a wide range of experience as both English tutors and in business. This bespoke package enables the learner to choose the subjects relevant their own needs. The tailored course ensures that the learner gains the maximum value from the bespoke workshop format.

COURSE REQUIREMENTS

The course enhances the ability to converse with relative fluency in English, both written and spoken, in business environments.

COURSE CONTENT

- Understand English Terminologies which are presented in different styles including articles, reports, graphs, tables and presentations
- Summarise data, compare and contrast points of view effectively
- Interpret and interact in business-related English conversations, announcements and presentations including those made over the telephone
- Participate in conversations and meetings in business contexts
- Gain confidence to deliver presentations
- Use your language skills to influence others and promote your points.
- Write Business English using formats that are current and common in business communications including letters, emails, memos and minutes of meetings.
- Present themselves for interview in a business setting