

<p>Business Language Training for Financial Specialists</p>	<p>30-40 hours, 2 or 3-hour lessons spread over 2-16 weeks</p> <p>For financial specialists who need to communicate with senior managers in an international environment. The course is run by trainers with financial backgrounds. This course will be of greatest benefit to students who have a B1+ or higher language level.</p> <p>The course can be tailored to meet your company's specific needs.</p>
<p>Objective</p>	<p>To improve confidence and professionalism when working in an English speaking financial environment. At the end of the course, you should be able to work more effectively and confidently in financial business situations</p>
<p>Content</p>	<p>Speaking/Listening:</p> <ul style="list-style-type: none"> • Introducing yourself, your organisation and your market/industry with confidence • Leading and participating in meetings • Giving updates and reporting • Explaining and clarifying to financial and non-financial audiences • Talking about numbers, trends and performance • Forecasting and predicting probability • Contingency planning <p>Telephoning:</p> <ul style="list-style-type: none"> • Telephone conventions • Exchanging and clarifying financial information • Leading and participating in conference calls • Managing problems <p>Writing/Reading:</p> <ul style="list-style-type: none"> • Basic writing conventions for e-mails, business letters and reports • Writing polite and professional e-mails and letters <p>Presenting:</p> <ul style="list-style-type: none"> • Language of presenting • Giving a clear, well structured presentation to a financial and non-financial audience • Improving delivery when speaking
<p>Vocabulary and grammar</p>	<p>As relevant to the above situations</p>
<p>Materials</p>	<p>Business grammar book and/or financial language textbook, CD Rom, online resources, company and job-related authentic materials.</p>