

C1 Business Language Training	<p>30-40 hours, 2 or 3-hour lessons spread over 2-16 weeks</p> <p>For business professionals who need to operate in a wide variety of business environments and need to be completely at home with the chosen language.</p> <p>The course can be tailored to meet your company's specific needs.</p>
Objective	<p>The aim of this course is to fine-tune business language skills.</p> <p>At the end of the course, delegates should be more aware of nuance, style and be closer to functioning professionally at a level comparable to their native language.</p>
Content	<p>Speaking/Listening:</p> <ul style="list-style-type: none"> <li>• Interacting fluently and spontaneously in a variety of business situations, both amicable and confrontational</li> <li>• Leading and participating with ease in meetings – explaining, clarifying, persuading and convincing others</li> <li>• Actively adapting use of language to specific situations</li> <li>• Presenting and developing a complex argument</li> <li>• Negotiating outcomes using language of diplomacy and being culturally aware during such situations</li> <li>• Small talk in formal and informal business situations, cultural awareness</li> <li>• Developing more sophisticated idiom, collocation, language usage and vocabulary</li> </ul> <p>Telephoning:</p> <ul style="list-style-type: none"> <li>• Dealing competently and diplomatically with difficult situations over the phone</li> <li>• Leading and participating in conference calls</li> </ul> <p>Writing/Reading:</p> <ul style="list-style-type: none"> <li>• Writing conventions</li> <li>• Writing e-mails, reports and other work-related correspondence</li> <li>• Fine-tuning writing style, use of language and tone</li> <li>• Clarity and cohesion</li> <li>• Brevity</li> </ul> <p>Presenting:</p> <ul style="list-style-type: none"> <li>• Giving a clear, well structured presentation</li> <li>• Exploiting visuals</li> <li>• Improving intonation and choice of language</li> <li>• Adapting pace, language and register to meet audience's needs</li> </ul>
Vocabulary and grammar	As relevant to the above situations
Materials	Business grammar book and/or skills textbook, CD Rom, online resources, company and job-related authentic materials.