

"We meet all your language needs"

8 WEEK - BUSINESS ENGLISH COURSE SPEAKING

- ✓ Highly practical
- ✓ Goal-orientated training
- ✓ Rapidly improve your Business English skills



SYDNEY LANGUAGE SOLUTIONS

A C N 137 457 213 / Level 2, Suite 202, 332 Pitt St, Sydney NSW 2000

Tel: 02 9283 9892 / Fax: 02 8076 3167

Website: www.sydneylanguagesolutions.com.au

Email: info@sydneylanguagesolutions.com.au / Skype: [sydney.language.solutions](https://www.skype.com/en/contacts/sydney.language.solutions)



Duration:

8 weeks, 3 hours per week (24 hours in total)

Benefits :

Business English Course is highly practical, goal-orientated training to rapidly improve your Business English skills. Our course provides you with:

- ✓ More confidence to conduct business in English
- ✓ Enhanced comprehension skills, writing skill and clearer pronunciation
- ✓ Better conversation, phone and negotiation skills in English
- ✓ Confidence and skill to produce a more professional, reader-friendly written communication (a report, proposal or email)
- ✓ Ability to have professional presentation of most business document

WEEKLY LESSON PLAN

Week 1 (lesson 1)	<ul style="list-style-type: none">• Introduction of Business Communication• Non-verbal communication in speaking
Week 2 (lesson 2)	<ul style="list-style-type: none">• Improve the sound and style of your speech• Accent reduction: Analysing the key features of the target accent• Languages for negotiating
Week 3 (lesson 3)	<ul style="list-style-type: none">• Sound and Voice: how they are produced in your local environment• Language and communication for conflict resolution
Week 4 (lesson 4)	<ul style="list-style-type: none">• Presentation language you need to express your idea
Week 5 (lesson 5)	<ul style="list-style-type: none">• Techniques for the effective structuring of your speech• Employing visual aids, body language and building rapport
Week 6 (lesson 6)	<ul style="list-style-type: none">• Presentation Skill
Week 7 (lesson 7)	<ul style="list-style-type: none">• Phone skill : Use your voice clearly and confidently
Week 8 (lesson 8)	<ul style="list-style-type: none">• Final Assessment• Review & Feedback

Mode of training: Face to face group training or One-to-one tutor

Cost \$350 for group training of 5-8 students,
\$1100 for one-to-one tutor

Duration: 8 weeks, 3 hours of class each week (24 hours in total)

How to enroll:

- * Enrol online and pay by Paypal at <http://sydneylanguagesolutions.com.au/enrol-online>
- * Call 9283 9892 and pay by Credit Card
- * Enrol in person at our office and pay by Cheque, EFTPOS or Cash