

**TEACHING CENTRE KOLONAKI  
ENGLISH FOR ADULTS**

# **BUSINESS ENGLISH COURSES**



# GET AHEAD IN THE WORLD OF BUSINESS WITH THE WORLD'S ENGLISH LANGUAGE EXPERTS

Our [Business English Course](#) is aimed at helping you reach your professional goals by developing your English skills. Our topic-based course enables you to improve in reading, writing, listening and speaking, with **an emphasis on effective communication and use of English within an international business context.**

An example of **topics covered on the course include e-marketing, building relationships, managing people, managing risk, and dealing with change and challenge in the workplace. We cover key concepts in today's business world and work with up-to-date authentic materials.** The course also works towards the Cambridge English Business Certificate (BEC) if you choose to take this internationally recognised exam.

## WHY CHOOSE THIS COURSE?

- Learn with like-minded professionals.
- Be exposed to language used in international business.
- Debate and discuss up-to-date business issues.
- Improve language and communication skills to further access the business world.
- Learn from English language experts



## OVERVIEW OF CAREER & LANGUAGE SKILLS

Level	Course	Career Skills	Language Skills
Upper-intermediate	Course 1	Building relationships, Setting Goals, Team Building and Questioning Techniques.	<b>Writing:</b> memos & reports. <b>Speaking:</b> spoken presentations, discussing dilemmas and solving problems.
Upper-intermediate	Course 2	Briefing, Communicating at Work (Personal Narratives), Negotiating & Bargaining, Dealing with People at Work (Interpersonal Relationships).	<b>Writing:</b> press releases, emails, memos. <b>Speaking:</b> developing arguments, presenting your views, negotiating, holding a meeting, discussing dilemmas and solving problems.
Upper-intermediate	Course 3 *  *Course 3 will not be available for academic year 2019-2020	Prioritising, Problem-solving, Giving a Presentation, Handling Conflict	<b>Writing:</b> formal letters/emails, reports, press releases. <b>Speaking:</b> discussing business plans, role-play meetings, discussing dilemmas and solving problems.

Level	Course	Career Skills	Language Skills
Advanced	Course 1	Managing Appraisals, Team Building, Managing Resistance to Change, Taking Responsibility in the Workplace.	<b>Writing:</b> memos, formal letters, newspaper articles, press releases. <b>Speaking:</b> role-play meetings, spoken presentations, discussing dilemmas and solving problems.
Advanced	Course 2	Presenting Arguments, Pitching, Debating, Influencing Decisions.	<b>Writing:</b> press releases, formal letters, newspaper articles, agendas. <b>Speaking:</b> pitching your business, managing a debate, role-play meetings, discussing dilemmas and solving problems.
Advanced	Course 3 *  * Course 3 will not be available for academic year 2019-2020	Decision-making, Negotiating, Making Ethical Decisions, Coaching	<b>Writing:</b> press releases, reports, memos. <b>Speaking:</b> role-play meetings, negotiating, debating an ethical dilemma, spoken presentations.

## **COURSE INFORMATION**

**Levels:** Upper-Intermediate, Advanced, Proficiency

**Course fees:** €450 per ten-week course

**Course length:** 40 hours over ten weeks, four hours a week

**Course dates:** **Course 1** 19 November 2019– 6 February 2020

**Course 2** 25 February–14 May 2020

**Class timetables:** Tuesday & Thursday 20.00–22.00

Want to register for the course? [Book a free level test](#)

