

Business English Program

Prepared by Abhishek Sharma

Certified Linguist (London Teacher Training College, UK)

OVERVIEW & PURPOSE

Our Business English Program delivers comprehensive training that prepares you for an exceptionally clear conversational Business English. Our program is designed to enable your staff to communicate effectively. Each training session builds on the previous session as we progress through an in-depth study and practise of grammar, idioms, vocabulary and etiquette.

BENEFITS

1. Build better business relationships.
2. Learn the language of internet, business and communication worldwide.
3. Communicate effectively in a variety of situations.
4. Be ahead of the curve.

EDUCATION STANDARDS

1. Program designed by experienced trainers with years of professional training experience.
2. Program delivered in the form of classroom & online training.
3. We will identify the student's individual challenges through a systematic evaluation and suggest most effective solutions.
4. Reachable by email for any followup questions the students may have.

VERIFICATION

Steps to verify the student's progress

1. Periodic progress evaluation sessions.
2. Periodic peer evaluations where students evaluate each other's progress.
3. Self assessment.

COURSE STRUCTURE

Free Initial Evaluation

Module 1 - Understanding Advance concepts of Grammar

Session 1 – Tenses (Common mistakes and correction)

Session 2 – Conjunctions

Session 3 – Prepositions

Session 4 – Correlatives and modal verbs

Session 5 – Active and passive voice

Sessions 6 – Periodic Evaluation

Module 2 - Understanding universal idiomatic phrases and expressions for the following situations

Session 7 – Agreeing/Disagreeing/Clarifying things/Asking for approval

Session 8 – Asking for information/Reminding people/Giving assurance

Session 9 – Giving and asking for opinions/To apologise/To suggest a possibility/Being Certain

Session 10 – Asking someone to wait/To say you do not know something/

Requesting and responding to requests/Excuses for being late.

Session 11 – Email & Telephone etiquette

Session 12 – Periodic Evaluation

Module 3 - Revisiting the course

Session 13 – Revision session

Session 14 – Interactive session

Session 15 – Final Evaluation