

LONDON SCHOOL of ENGLISH

Business English 20-30



Indirizzo Inghilterra

Our Business English 20-30 course is designed to prepare you to confidently speak and use business English in your career. You will learn the practical skills to communicate successfully at work in a professional and friendly environment. Alongside professional language skills, you will cover writing CVs and cover letters and job interview skills.

Who's it for?

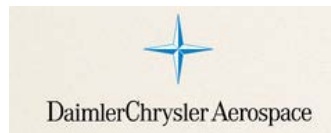
This course is for you if you are at a fairly early stage in your business career. You may have a few years' working experience, or you may be coming to the end of your business studied and preparing yourself for the workplace. The course is specifically designed for clients aged from 20-30.

Previous clients came from:



EY
Building a better
working world

SIEMENS



The Benefits

At the end of the course you can expect to:

- Be able to communicate your message more confidently
- Be able to participate in meetings more successfully
- Be able to negotiate more effectively
- Have enhanced your vocabulary and grammar for business contexts
- Have improved your networking skills
- Be able to write more effective emails

Course Content

During your course you can expect to cover the following areas:

- Business English conversation in a variety of situations
- Business English vocabulary, useful terms and expressions
- Business English writing exercises
- Business meetings and the language of negotiations
- Telephoning and teleconferencing
- Presentation skills (describing graphs, figures and trends)
- Job interview skills

You will also look at communication strategies such as:

- Making proposals, offers and suggestions
- Agreeing and disagreeing
- Asking appropriate questions

- Clarifying, confirming and summarising
- Challenging and defending an opinion
- Persuading and compromising
- Social English and networking

2018 price: £420 per week

Start date: any Monday

Included in fees Fees include **training** plus:

- All course materials and resources
- Daily 3-course lunch (Monday to Friday)
- Monthly networking reception
- Access to LondonSchool Online platform
- Detailed end of course progress report
- Biweekly lecture from a business professional

Why study at The London School of English?

- Rated “Excellent” in over 450 independent client reviews
- Over 100 years’ experience
- Tailored training delivers clear results
- Memorable experiences in London, Canterbury or online

[Watch a lesson from this course here!](#)



Indirizzio Inghilterra