

BUSINESS ENGLISH SKILLS

“Communicate with Confidence, Clarity, and Professional Impact.”

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

In today’s global business environment, effective communication is the key to success. Professionals are expected to express their ideas clearly, write persuasively, and interact confidently in meetings, presentations, and negotiations. The Business English Skills course is designed to enhance participants’ command of English in professional contexts—helping them communicate accurately, appropriately, and fluently in both written and spoken forms.

This program focuses on developing practical communication competencies required in modern workplaces, including business writing, email etiquette, presentations, report drafting, telephonic conversations, and cross-cultural communication. Participants will engage in interactive exercises, role-plays, and real-world business scenarios to polish their language, grammar, and communication style.

Objectives

- By the end of this course, participants will be able to:
- Communicate effectively and confidently in professional English.
- Write clear, concise, and well-structured business documents and emails.
- Deliver impactful presentations and participate effectively in meetings.
- Improve pronunciation, fluency, and vocabulary for professional contexts.
- Understand and apply polite and persuasive communication strategies.
- Develop listening and interpersonal communication skills.
- Gain awareness of cultural differences in global business communication.

Why Attend

Strong communication skills give professionals a competitive edge in every industry. This course helps participants overcome language barriers, boost confidence, and enhance their ability to interact with clients, colleagues, and international partners. Whether you're preparing reports, handling negotiations, or representing your organization, mastering Business English will elevate your professionalism and credibility.

Target Audience

This course is suitable for:

- Business Executives and Managers
- Administrative and Office Professionals
- Customer Service Representatives
- Sales and Marketing Staff
- Human Resource Professionals
- University Graduates entering the workforce
- Anyone seeking to improve their professional English communication skills

Individual Benefits

- Improve written and verbal communication in real business settings.
- Gain fluency and accuracy in English for meetings, emails, and presentations.
- Develop confidence to interact effectively with senior management and clients.
- Enhance listening comprehension and pronunciation.
- Strengthen vocabulary and grammar specific to business contexts.
- Increase career opportunities through improved communication competence.

Organizational Benefits

- Build a workforce that communicates effectively and professionally.
- Improve teamwork, productivity, and client relations through clear communication.
- Ensure consistency in written correspondence and reporting standards.
- Reduce misunderstandings and communication errors.
- Enhance your company's image in global and multicultural markets.
- Support leadership development through communication excellence.

Instructional Methodology

This course employs a highly interactive and practice-oriented approach through:

- Instructor-led sessions and discussions
- Group activities, role-plays, and simulations
- Audio-visual listening and pronunciation exercises
- Real-life business writing and speaking tasks
- Vocabulary-building and grammar improvement workshops
- Personalized feedback and continuous performance evaluation

Course Outline

Module 1: Introduction to Business Communication and Professional English

Module 2: Grammar and Vocabulary for Business Contexts

Module 3: Business Writing – Emails, Reports, and Proposals

Module 4: Oral Communication – Meetings, Presentations, and Negotiations

Module 5: Listening and Pronunciation Practice

Module 6: Cross-Cultural Communication and Business Etiquette

Module 7: Politeness, Persuasion, and Conflict Resolution in Communication

Module 8: Telephone and Online Communication Skills

Module 9: Writing for Clarity, Accuracy, and Professional Tone

Module 10: Capstone Project – Complete Business Communication Simulation

Certification

Upon successful completion, participants will receive a Certificate of Completion in Business English Skills, recognizing their enhanced proficiency in English communication for professional and business environments.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

In-House / Customized Training

Interested in running this course for your team?

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