

EFFECTIVE GLOBAL BUSINESS ENGLISH

A COURSE DESIGNED TO HELP PARTICIPANTS IMPROVE THEIR BUSINESS COMMUNICATION SKILLS IN ENGLISH

- **SOCIAL INTERACTION**
- **EMPLOYMENT TERMINOLOGY**
- **INTERVIEWING SKILLS AND ROLE PLAYS**
- **WRITTEN BUSINESS COMMUNICATION**
- **NEGOTIATION SKILLS**
- **BUSINESS STORYTELLING**
- **PRESENTATIONS**

**THURSDAYS 15.30 - 17.30H
AT CHAMBER OF COMMERCE**



OBJECTIVES

Learn to use English as actually spoken in the business world. Internal and external communications, Business writing, English over the phone, specific terminology, pronunciation, listening comprehension, interviews, common expressions, all to meet any professional linguistic challenge in English.

MINIMUM REQUIREMENTS

- Open to International staff positions.
- Selection process based on English level and professional targets.
- Commit to attend a minimum of 80% of scheduled sessions.

COURSE DATES

- APRIL 12 & 26
- MAY 10 & 24
- JUNE 7 & 21
- SEPTEMBER 13 & 27
- OCTOBER 4

PROGRAMME

- The most effective way to communicate within a Business field. Learning through interaction.
- Natural communication: a gratifying learning process to make progress without even realizing it.
- Decision making skills.
- Strategies for business communication: friendly and professional effective public attention.
- Presentations and reports.
- To understand international business practices and strengthening on business writing, presentations, meetings, over the phone, negotiations, listening skills while giving you an understanding of international business within a global framework.

FREE APPLICATIONS AT WWW.CAMBRAMALLORCA.COM