

# 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**
- **NEGOTIATION SKILLS**
- **BUSINESS STORYTELLING**
- **ORAL PRESENTATIONS**
- **BODY LANGUAGE**



## OBJECTIVES

**Learn to use English as actually spoken in the business world.**

- Internal and external communications
- English over the phone
- Specific terminology
- Pronunciation
- Listening comprehension
- Interviews
- Common expressions

## 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.
- Oral presentations.
- Strengthening on communication skills.

## 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.



**THURSDAYS**

**15.30H- 17.30H**

**AT CHAMBER OF COMMERCE**

## COURSE DATES

- MARCH 28
- MAY 9, 16, 23 & 30
- APRIL 4 & 11
- JUNE 6 & 13

**FREE ONLINE APPLICATIONS:  
[WWW.CAMBRAMALLORCA.COM](http://WWW.CAMBRAMALLORCA.COM)**