



The English Express II™: **Basic English for Business**

Course Objective

In this 2-day intensive programme, participants will acquire the skills to converse (in English) with confidence when discussing topics related to business. It will also help them understand business writings/literature better.

Course Methodology

This programme focuses on learning business-related words and phrases and using them correctly. 14 topics will be covered in 7 slots. In each slot, the first half will be spent learning key terminology. In the second half, participants will share their views in the setting of a business meeting where they apply the words and phrases learned. The basic scenarios will be given to enable the participants to create their own content. In the process, they will also learn how to conduct or participate in a business meeting. The trainer will be actively coaching the participants to correct their grammar, pronunciation and vocabulary.

Course Syllabus

<i>Module 1</i> Introduction to Business Terminology, Basics of Business Meetings	Overview of business terminology and learning the basics of a business meeting such as key roles, key items in the agenda, and the commonly used words and phrases
<i>Module 2</i> Business & Businesses, The Changing World, Global Trading	Learning and applying the relevant terminology
<i>Module 3</i> Production, Sustainable Development	Learning and applying the relevant terminology
<i>Module 4</i> Sales, Business Performance	Learning and applying the relevant terminology
<i>Module 5</i> Finance	Learning and applying the relevant terminology
<i>Module 6</i> Marketing, Increasing Sales	Learning and applying the relevant terminology
<i>Module 7</i> Customer Service, Services	Learning and applying the relevant terminology
<i>Module 8</i> Managers, Employees	Learning and applying the relevant terminology