



BUSINESS LANGUAGE SKILLS **SYLLABUS**

Objective:

The course is aimed at anyone with an advanced level of English and who wishes to maintain and develop their communication skills (speaking, reading, listening, and writing) in a variety of professional contexts.

This course teaches students the communication skills they need at work today. It is a communicative syllabus providing "pick-up-and-use" business skills, combining grammar lessons in real work situations with practice and authentic case studies.

The content is based on the center of the business world. A typical course unit provides discussion about the theme of the unit, followed by grammar in context, speaking practice of language found in the workplace, key expressions for exchanging information, socializing, presenting and meetings, and a case study or an activity whose purpose is to improve students' fluency while practicing the language from the unit.

Content:

Some of the topics covered throughout the course are:

- ✓ Corporate Image
- ✓ Managing People & Managing Conflict
- ✓ Leadership
- ✓ Investment and Finances
- ✓ Strategic Marketing
- ✓ Evaluating Performance
- ✓ Dealing with Change & Risk

Evaluation:

Final grade will be based on a final project. Minimum passing grade is 65.

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