English is the international language of business – finance, marketing, trade, law, and deals are made using Business English Language. And knowing just enough English to have an everyday conversation is not enough to get the big business these days. You need to know the right words, the right expressions, the right etiquette, and even the right understanding of business culture in the English language, it will help you communicate better in everyday professional situations, This Course focus on essential vocabulary and practical phrases for the workplace, you will also practice interview techniques, negotiating, what to say in a meeting, phone conversations, emails, and more.

You Must Know!

Duration:

40 Hours

Who should attend?

Anyone with Intermediate-level English or higher, who wants to upgrade their communication skills to any international businesses around the world

Main Topics:

- Talking with colleagues
- Giving presentations
- Networking & small talk
- Letters & e-mails
- Business English Specializations

Course modules

Module 1 - Business English Basics

- Vocabulary for daily Conversation
- English for interviews
- Talking with colleagues
- Phone calls
- Giving presentations

Module 2 - Business English Intermediate Topics

- English for meetings and negotiations
- Networking & small talk
- Letters & e-mails
- o Discourse markers to improve the flow of your written and spoken English

Module 3 - English for Different Business Areas

- English for management & customer service
- How to talk about finance, retail, and marketing
- Vocabulary for manufacturing and safety

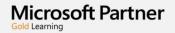
Module 4 - Business English Specializations

- English for computers and the medical field
- Legal and environmental issues
- Non-profit organizations
- Entrepreneurship



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קמפוסים בפריסה ארצית:

באר שבע	ירושלים	רחובות	תל אביב
רחוב האנרגיה 77	רחוב יפו 34	רחוב אופנהיימר 5	ראול ולנברג 36
פארק ההייטק		פארק המדע	קריית עתידים