

# Business English Workshop

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

המכללה שומרת לעצמה את הזכות לערוך מעת לעת, לפי שיקול דעתה, שינויים בתכנית הלימודים, היקף שעות הלימוד, סגל המדריכים וכד', ולא יראו בכל מידע המפורט בדפי מידע של המכללה כהתחייבות כלשהי מצד המכללה.

## 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
- 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



המרכז הבינלאומי  
ללימודי הייטק וחדשנות

\* 6377

מתקדמים  
לקריירה בהייטק



Microsoft Partner  
Gold Learning



### קמפוסים בפריסה ארצית:

באר שבע

רחוב האנגריה 77  
פארק ההייטק

ירושלים

רחוב יפו 34

רחובות

רחוב אופנהיימר 5  
פארק המדע

תל אביב

ראול ולנברג 36  
קריית עתידים