

INTENSIVE TRAINING



Six week course: Total 36 hours

Meeting 6 hours a week at your workplace or in the Corporate English classroom

Times arranged to accommodate your schedule.

A complete review of the principles and nomenclature of working in an English speaking business environment.

Specific individual training in typical speaking situations (phone, trade fairs, presentations, negotiation sessions, sales meetings)

- Necessary and practical business terminology: business plans, accounting, sales, marketing, financial
- Telephone customs and procedure: to listen and respond in a dynamic manner
- Business letters/ e-mails, with on-line communication with the instructor and immediate viewing of suggested corrections.
- Simulated meetings with clients; using key words, phrases and delivery techniques to gain your advantage.
- Sales, presentation and negotiating techniques with detailed practice in preparing and presenting information in English for your particular field.
- How to communicate with clarity and persuasiveness in English, not only with the correct grammar and syntax, but using the right "cultural language" to achieve success.

Written materials and a textbook reference book will be provided

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Week-end Immersion Course: Total 16 hours

(8 hours Saturday and Sunday, with 1 hour break for lunch)

Ideal for a small group of 4 to 5, especially when part of the same company

- Taught by 2 instructors with an intense, lively and dynamic method, using group role playing in conversations, meetings, and presentation settings in an English-only environment.
- One to one instructor/student training is also key part of this course
- Video viewing and audio are used to augment the material presented.
- This is an ideal way to immerse yourself in the language, to learn important skills in a friendly, supportive atmosphere, which does not interfere with your weekly work schedule.

Written materials and textbook reference book will be provided

