

English for Business

Lessons 1-5 Preview



Goal: Prepare you for success on the job. Boost confidence in your ability to handle various business situations in English.

Level: Intermediate- Advanced

Lesson 1: Breaking the Ice

Walking into a roomful of strangers can be intimidating, especially when you have to use a foreign language. This lesson will get you practicing the skill of starting conversations with strangers and laying the groundwork for building a positive relationship.

Material will be sent for review prior to class. Class time: 25 minutes.

Follow-up activities will be recommended.

Lesson 2: Getting involved in the meeting

Not just for business situations, this lesson presents some strategies to build your confidence and ability to participate actively in meetings that are held in English. We'll introduce and practice some useful phrases for both interrupting and clarifying.

Material will be sent for review prior to class. Class time: 25 minutes.

Follow-up activities will be recommended.

Lesson 3: I object!

This lesson covers two of the key language skills essential at meeting: making suggestions and agreeing/disagreeing. We'll practice how to put these skills to use in a firm yet polite way so that your voice is heard.

*Material will be sent for review prior to class.
Class time: 25 minutes.*

Follow-up activities will be recommended.

Lesson 4: Paraphrasing

This lesson introduces an important skill that both helps your audience feel validated and affords you the time to formulate a response. We'll discuss and practice echoing or paraphrasing. Get ready to test your listening skills and ability to use reported speech!

*Survey to be filled out prior to class.
Class time: 25 minutes.*

Follow-up activities will be recommended.

Lesson 5: Did you get all that?

So by now we've gone over and practiced a variety of situations you may encounter on the job. Are you ready for action? In this class, we'll do a quiz to see how much you've retained from the previous four lessons and review any points that you may still need to work on.

We'll give you feedback on your progress thus far and you too will have the opportunity to provide feedback, discuss the next set of lessons and make special requests for tailor-made classes, at no extra cost to you.

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