

Advanced Business English

Overview

Our Business English tailored courses generally focus on writing emails, letters, and reports, describing your job and company, taking part in meetings, presenting, and describing your products or services, summarising trends, company performance and results, negotiating, selling, and marketing as well as skills for socialising with confidence.

The course is aimed at a wide range of business learners with a genuine interest in improving their English with:

- An existing high level of proficiency in the language, or
- Babel assessment of B2/C1 of the Common European Framework of Reference for Languages (CEFR), or
- IELTS score of 6.5-7, Cambridge English Business Higher or equivalency

Course Objectives

By the end of the course, you will:

- Understand with ease virtually everything heard or read.
- Express yourself spontaneously, fluently and precisely, differentiating finer shades of meaning even in more complex situations.
- Understand correspondence expressed in non-standard language, deal with all routine requests, understand and write most reports you are likely to come across, contribute effectively to meetings and argue for or against a case, follow discussion with only occasional need for clarification and engage in extended conversations.

How is the course taught?

- A communicative approach is used. All four skills (speaking, reading, listening, and writing) are practised, with the main emphasis on speaking.
- Learners will also be offered guidance in self-study and be set optional homework tasks.

Sample Course Content

You & Your Organisation

Describing your role and responsibilities

Typical work-related scenarios and any specialist terminology you need to use

Improving fluency and coherence

Using the right tense – grammatical range and accuracy

Email Writing

Formal versus informal

Opening and closing

Giving news, information, or help

Invitations and directions

Checking understanding

Describing trends, cause and effect, contrast
Being direct and brief, friendly and polite
How to avoid common mistakes, bank of useful expressions

More Business Correspondence

Planning and organising your ideas
Describing complex charts, tables or graphs
Avoiding repetition
Comparing and contrasting
Expressing an opinion
Business-related language phrases

Meetings/video-conferencing

Chairing, setting the agenda, controlling the conversation
Participating, turn-taking, listening, and taking notes
Being diplomatic, agreeing and disagreeing
Dealing with problems
Pronunciation, intonation, and 'chunking'

Business Reports

Skim reading reports and news feeds, scanning for detail
Identifying the main idea
How to report information and ideas
Writing reports – style, register, conventions

Telephoning

Checking and clarifying information
Work-related specific scenarios
Listening to different accents, intonation

Making Presentations

Introducing a topic effectively
Linking and sequencing ideas
Concluding
Responding to questions

Process Management

Describing processes and their cause and effect
Criticising, recommending
Continuous improvement, quality assurance

Negotiating/Influencing

Key negotiating/influencing language, framing your argument
Negotiating with suppliers/customers
Influencing your colleagues

Supplementary language needs

In addition to the topics detailed above, the course will address specific language needs as required, for example, consolidating grammatical knowledge, fine-tuning of pronunciation and speech patterns, and understanding and using idiomatic language.

Course details

Duration	90-minutes per class (Number of classes based on needs)
Max delegates:	6 Face-to-face 6 Online

For prices and dates please get in touch
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www.cambridgenetwork.co.uk/learning