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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