



BUSINESS ENGLISH & PRESENTATION SKILLS

Resource Person

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Lead Consultant at Career Coach

[Business English | Business Presentation |
Writing Business Letters and Emails]

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The training modules are designed to train non-native professionals how to communicate clearly, correctly, and confidently in the English language. It takes intermediate learners to upper-intermediate level, developing relevant skills through a wide range of communicative activities. There are opportunities for individual practice, pair work, group activity, and private study at home.

Methodology

Interactive lecture, PowerPoint presentation, question and answer session, pair work, group work, audio-video practice, and games.

MODULE A. ENGLISH FOR EFFECTIVE BUSINESS SPEAKING

About the Module: This module aims to improve learners' Business English speaking skills by developing the use of business phrases, grammar, pronunciation, spoken communication skills within a Business context, and their ability to deliver professional business speeches for specific purposes.

Contents: Pronunciation: In the pronunciation section, participants will learn about the right pronunciation of twenty-six letters, seven days, twelve months, numbers, aspirated sounds, stress, intonation, assimilation, illusion, and word contraction. The international phonetic alphabet (IPA) is a collection of symbols that represent the different sounds of a language. When they know all the sounds of English and the symbols that represent those sounds, they will be able to pronounce any word in English with correct pronunciation. In this English lesson, participants will learn a step-by-step method for understanding difficult English accents including a comparison of some aspects of British pronunciation with American pronunciation. Practicing these things will help them improve your pronunciation and make their speech easier for native and non-native speakers to understand.

Business English: In this section, participants will expand their English vocabulary, improve their ability to speak in English in both social and professional interactions, and learn terminology and skills that they can apply to business negotiations, telephone conversations, and professional presentations. Business English Phrases, Speaking Elements like Structures, Vocabularies, and Daily Used Expressions with various activities will be brought to the class.

Activities: pair work, group work, stage presentation, debate, program anchoring, simulation, storytelling, completing the story, and etc.

MODULE B. WRITING BUSINESS LETTERS AND EMAIL

About the Module: Business Writing module will provide clear and concise instruction on every form of business writing, from traditional business letters, reports, and memos to email and other electronic communications. These basic skills will provide the participants with that extra benefit in the business world that a lot of people are losing.

Contents: dos and don'ts of email communication, techniques to write effective email messages, formal and informal messages, selling, persuasion, apology email, business idioms, and different parts of an e-mail. Workplace writing skills: office memo, note sheet, notice, business proposal.

MODULE C. BUSINESS PRESENTATION

About the Module: The Business Presentation module will give the participants helpful tips for making effective speeches and delivering them well in typical professional settings. They'll learn how to organize a presentation, how to make it memorable, and how to communicate clearly. In training, they'll have several opportunities to demonstrate the presentation skills that they learn. Which will help them gain the experience they need to be more confident when they give a speech at a business meeting.

Contents: How to prepare your presentation? How to prepare for speech day? How to make a powerful beginning? How to hook the audience? Verbal Vs. Nonverbal: Importance of body language and eye contact, how to end your speech with the last impact? How to deal with presentation FEAR? And Handling questions and comments effectively.

Date: July 19 - August 03, 2019

Time: 6:30 pm-9:30 pm (Evening)

No. of Classes: 6 (Every Friday and Saturday)

Venue: NRB Jobs Training Center, Level 15, BDBL Bhaban
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