



SELF-DEVELOPMENT AND COMMUNICATION

What's the word?

Business English for non-native speakers

With English as the shared language in many multinational business environments, it's critical that non-native speakers can communicate clearly, confidently and unambiguously. And it's also important to know how business style differs from the English you may have learned at school or through the media. This workshop can be tailored to focus on the specific areas of difficulty faced by speakers of other languages.

Who is the workshop for?

Non-native speakers of English who need to use English at work, in writing or speaking.

What can I learn?

- How your mother tongue can interfere with clear English expression.
- Ways to start and end a business letter or email.
- Key grammatical rules to help you write and speak English accurately.
- How to express a range of functions in English, such as changing the subject, making a contrast, adding a point, generalising.
- Getting the tone right.
- How to review your own work.
- The language of meetings.
- Handling phone calls.

What can I expect?

Before the workshop, you will be asked to send us a few documents you have recently written in English. We will review these and use them to focus the session on the shared needs of the group. Your instructor will also provide individual feedback during the session. A range of activities, exercises and games will enable you to practise and gain confidence in using business English. Individual follow-up is available after the session to help you develop your skills further.