Business English Language Course Outcomes

Course Title	Business English Language Course
Course Duration	45 Hrs./ 15 days
Course Objectives	**Upon completion of this course, each participant should be able to successfully complete the following tasks:** **Students will learn skills in four main areas:** • **Reading** o reading a variety of business texts o developing prediction, skimming and scanning skills o understanding meaning from context o taking notes on important information • **Writing** o learning to write business letters, emails, memos, and reports o developing self-correcting and editing strategies o writing with greater accuracy, and more sophisticated sentences and vocabulary o improving your CV and written job applications • **Listening** o following and understanding information from discussions, presentations, news reports, company visits and business excursions o developing note-taking skills o identifying the attitude of speakers talking about different business concepts • **Speaking** o giving, justifying and discussing your opinions on different business topics o developing confidence, fluency and accuracy o live presentations.
Placement and assessment	Students sit a comprehensive written and oral placement test on their first day, to place them in the class most suitable for them. Assessment is continuous throughout the course and receive regular feedback from their teachers.
Target audience	Under-graduates and graduates