



ONLINE PROFESSIONAL TRAINING OFFER

WORLDWIDE

STUDY BUSINESS ENGLISH ONLINE

PROFESSIONAL ONLINE ENGLISH LESSONS

Do you or your staff need professional communication training?

Do you or your staff need to improve writing skills?

Do you or your staff need to do better business presentations?

We can help! By using the latest technology and through our innovative approach, we can provide lessons, suited to your company's needs, to help you achieve better results in the world of business, where English is the language of communication.

Our expert teachers will help and guide you to improve your skills.

Learn to be better understood by speakers of English from all around the world.

Learn better business communication techniques and also, if required, better professional or academic writing skills.

Packages and lessons will be tailor made to suit your needs or the needs of your staff.



SERVICES WE OFFER

- ✓ Communication skills
- ✓ Cross cultural training
- ✓ Presentation skills
- ✓ Business writing skills
- ✓ Lessons can be tailor made to suit your needs or the needs of your staff



Lessons Available

1. Comprehension strategies in English
2. Meetings
3. Presentations
4. Negotiations
5. General writing
6. Emails
7. Reports
8. Proposals
9. Management
10. Accent modification and intelligibility
11. Telephoning
12. Cross-cultural training
13. Active listening
14. Time management
15. Goal setting

Lessons details

Comprehension strategies in English

1. **Global understanding** - Learn how to use background knowledge to understand different speakers and accents.
2. **Understanding details and arguments** - Understand the structure of spoken language and the speaker's attitudes.

Meetings

1. **Successful participation in meeting** - Learn what you can do to contribute to the success of a business meeting.
2. **Leading a business meeting** - Learn useful language and strategies to play the role of a chairperson.
3. **Online meetings** – Learn how to conduct online meetings with both domestic and international colleagues.

Presentations

1. **The journey to becoming a confident presenter** - Learn to convey your message convincingly in a presentation.
2. **The journey to becoming a confident presenter** - Learn how to use, posture, gestures and transitions effectively to make a successful presentation.
3. **Preparing power point presentations** - Learn how to structure and organise a power point presentation, using functional language.

Negotiations

1. **Negotiation tactics** - Learn how to apply suitable tactics in different types of negotiations.
2. **Functional language for negotiations** - Learn useful phrases and vocabulary to describe and participate in negotiations.

General writing

1. **Better planning for writing** - Learn to plan how to write professionally
2. **Language for business writing** - Learn how to use a suitable language and register to make the right impression on your reader.

Emails

1. **General structure of emails and memos** - Learn how to craft concise and precise emails.
2. **Complaints and apologies** - Learn how to structure complaints and apologies in an appropriate way.

Lessons details

Reports

1. **Planning** - Learn mind mapping to brainstorm and organise ideas for a report.
2. **Personal evaluations** - Learn how to write a personal report on individuals and groups.
3. **Executive report summaries** - Learn how to summarise a long report content into a summary.
4. **Describing trends and changes** - Learn how to condense visual data into a written report.

Proposals

1. **Organisation and structure** - Learn how to organise and produce business proposals using appropriate language and structure.

Management

1. **Dealing with difficult employees** Learn how to use diplomatic language when dealing with difficult employees.
2. **Giving negative feedback** Learn how to use diplomatic language to provide criticism of employees/colleagues.

Accent modification and intelligibility

1. **Clear sound production** Learn what sounds are particularly important in English as a language of international communication.
2. **Connected speech and intonation** Learn how to use sentence stress and intonation to sound intelligible.

Telephoning

1. **Making and taking calls.** Learn how to answer calls in English using appropriate language and protocol.
2. **Voicemails and making complaints** - Learn how to leave effective voicemail messages and make complaints in an appropriate manner.

Cross -cultural training

1. **Cross-cultural training** - Learn how to deal with cross-cultural issues within an organisation or a global team.

Lessons details

Active listening

Active listening - Learn how to use a combination of communication strategies to show engagement and interest in the speaker's message.

Time management

Time management - Learn how to identify 'time wasters' and to manage your time more efficiently to achieve desired results.

Goal setting

Goal setting - Learn the basic principles of smart goal setting and how to implement them in personal and professional projects.

Job interviews

Dealing with job interviews – Learn how to make a positive first impression in a job interview and present yourself confidently.

CV preparation

CV preparation – Learn how to showcase your skills and experience on your CV in an appropriate format to suit international job applications.

Cover letters

Cover letters – Learn how to write an appropriate cover letter linking your skills and experience to the desired position.

Some of the Skills you will Master

Speaking Skills

- How to understand different accents of English in business contexts.
- How to prevent and manage miscommunication.
- How to be an effective participant in a meeting.
- How to chair a meeting with confidence.
- How to deliver convincing presentations to different audiences.
- How to employ successful tactics for business negotiations
- How to modify your accent to improve intelligibility.

Writing Skills

- How to write clearly, concisely and effectively.
- How to respond appropriately to written enquiries.
- How to use appropriate styles for different types of business genres.
- How to organize your ideas logically in writing.
- How to use appropriate and accurate structures.
- How to use professional vocabulary.
- How to create an appropriate tone and a suitable register for your target audience.



The Online Professional Team



Worldwide School

Established in 1989, and since then has been offering top quality English programmes to clients from all around the world.



The Team

The team of professional English teachers are from different countries (USA, Australia, New Zealand, India among others) and are all well qualified, highly experienced and proficient users of English.