



## BUSINESS ENGLISH 101

**AUDIENCE:**  
Students,  
Business  
Professionals

**CLASS TYPE:**  
Virtual

**DURATION**  
8 Modules  
(16 hours)

**PRE-REQUISITE**  
Pre-  
Intermediate

### Introduction:

*Welcome to my classroom!*

*The global economy speaks English. If you are a business professional who cannot speak English well, understand a conference call, write and give a presentation with confidence, or write a memo to colleagues, you already know the difficulty in communicating for career success.*

*Don't let weak Business English skills hamper your personal and professional goals!*

*The **Business English 101** course is for non-native speakers who need to sharpen their English skills in the least time possible for success in the international economy.*

*In 8 Modules, each student will improve essential skills to gain confidence using Business English in professional situations with colleagues and of course, clients.*

*Professor Winn*

## Description:

**Business English 101** will help participants improve all language skills simultaneously. This course focuses improving language-related aspects like fluency, understanding, accuracy, and structure. Participants will be able to communicate more effectively in English with both clients and colleagues in the global economy.

They will be given proper practice in reading, writing, speaking, and listening skills as well as grammar and specific business vocabulary so that they may be able to confidently operate in the English-speaking business world.

This course will boost your ability to thrive in the office, give a presentation, hold a meeting, or simply converse with colleagues and clients in English.

## Course Objectives:

After taking Business English 101, students should be able to:

- use Business English vocabulary with facility
- speak English in business situations with more confidence
- write better English at the office
- read English faster with greater understanding
- listen and comprehend more English in professional situations
- feel confident working with native and non-native English speaking clients and colleagues.

**Download your enrollment brochure now.**

# Course Content:

A module = one day/one lesson of 2 hours

**Module 1.** Confident Telephone English for Professionals

**Module 2.** Precise Pronunciation

**Module 3.** Grammar Review

**Module 4.** English Writing Fundamentals

**Module 5.** Successful Reading Strategies

**Module 6.** Listen Better

**Module 7.** Idioms, Phrasal Verbs, and Collocations

**Module 8.** Colloquium – Business Topics

# Certification:

Certificate of Achievement

# Professor Winn

I am a native US certified English professor with more than 8 years of experience working with a variety of business, legal, and medical professionals.

**Let me help you** improve your English skills for the success you seek - and deserve! You will be better prepared to operate in an international economy dominated by strong English skills.

# Contact:

**[Download](#) your enrollment brochure now.**

