

Business English Advanced (C1/C2) course is designed for business professionals and students at advanced level, who want to improve their English in a business context. Business English uses the course book '**Business Result Advanced 2<sup>nd</sup> ed**' (Oxford) that aims to develop your communication skills at work. Each course also includes writing tasks using language focused on in class.

During the course you will develop English language skills for:

- Socialising within a business context
- Meetings
- Presenting
- Exchanging information
- Writing business emails

Our Business course consists of four courses which can be completed in any order. Teachers will use their experience and expertise to adapt materials to suit your needs and business context, adding more challenge or support as necessary.

**Business English Advanced -A  
Modules 1-4**

- **Socialising:** Making small talk, establishing rapport, talk about cultural differences
- **Exchanging information:** Getting your point across, discuss and share ideas about the past
- **Presenting:** give a formal presentation about the future
- **Business Communication:** Reporting back on research, taking part in a teleconference, managing the discussions, and sharing ideas
- **Writing:** Formal business emails

**Business English Advanced - B  
Modules 5-8**

- **Exchanging information:** Responding to feedback, expressing dissatisfaction, dealing with difficult questions, communicate effectively on the phone and talk about the future from a past perspective
- **Business communication:** Dealing with conflict, brainstorming for ideas, communication strategies, avoid giving direct answers by using vague language
- **Meetings:** discuss and evaluate performance at work, talk about staff appraisals
- **Presenting:** Giving an impromptu presentation and deal with questions
- **Writing:** Formal business emails

**Business English Advanced - C  
Modules 9-12**

- **Socialising:** Dealing with misunderstandings, expressing personal views, deal with compliments
- **Meetings:** Discussing options, giving a briefing, reaching agreement, talk about CSR, reaching an agreement using formal and emphatic language, raising a difficult point
- **Presenting:** Selling an idea and discuss persuasion
- **Writing:** Formal business emails