



**PROGRAM:** Business English

**COURSE:** Business Communications

**OVERVIEW:** Each lesson in the Business Communications course includes controlled and guided accent reduction practice along with increasing and improving business vocabulary. Techniques used help students speak more naturally.

**COURSE DURATION:** Dependant upon the [CEFR Level](#) the student achieves on the ESL Placement Test. Lessons are delivered online (one-to-one) for 60 minutes. The completion of each lesson can take up to two hours.

**TOPICS:**

Advertising  
Brands and Identity  
Customer Service  
International Business Etiquette  
Business Telephone Communications  
Business Emails  
Employment  
Business Negotiation  
Business Meetings  
Organizational Structure  
Interviews  
Creating a Resume (CV)  
Business Presentations  
Business Networking  
Business Ethics  
Business Entrepreneurship  
Business Law  
Business Travel  
Business Finance  
Business Marketing  
Business Proposals  
Cover Letters  
Human Resources  
Motivating Employees  
Public Relations