

ALPHA LANGUAGE SCHOOL
In collaboration with Stamford Scholars

Business English Course

Course Aims & Objectives

This course is to facilitate learners to grasp the foundation of Business English by understanding the nuances and language used.

In this course, we teach Internationally understandable English, but we also share the different ways and accents that English is used in other countries, in particular American and UK. We engage in discussions about the differences in business culture between the English-speaking countries. We will have situational roles plays to assimilate real life business dealings.

The outcome of this is each individual's underpinning knowledge of the topic involved that they are able to transfer these skills and apply them at their place of work.

Course Contents

The Business course will cover the following 15 Units based on the materials from The International English Language Program.

Duration

8 weeks, 2.5 hours/wk

Price

\$398 + material fee

Target Audience

The module is targeted to those who need to increase their business English language skills in their workplace.

Entry Requirement

What is assumed is that participants should have a sufficient level of proficiency in the English Language or should have the literacy of a minimum academic standard at GCE 'N' level, to benefit from the training programme and undertake the assessment.

Certificates

Upon successful completion of the programme, candidates will be awarded the Certificate of Attendance by Alpha Language School.

Lesson Outline

Day 1

Topics	Duration	Training Method (Classroom, Practical, OJT, etc)
Unit 1 Meeting People	90mins	Classroom

Unit 2 Telephoning	90mins	Classroom
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Day 2

Topics	Duration	Training Method (Classroom, Practical, OJT, etc)
Unit 3 Organizations	90mins	Classroom
Unit 4 Exchanging Information	90mins	Classroom

Day 3

Topics	Duration	Training Method (Classroom, Practical, OJT, etc)
Unit 5 Reporting	90mins	Classroom
Unit 6 Socializing	90mins	Classroom

Day 4

Topics	Duration	Training Method (Classroom, Practical, OJT, etc)
Unit 7 Meeting	90mins	Classroom
Unit 8 Making Arrangements	90mins	Classroom

Day 5

Topics	Duration	Training Method (Classroom, Practical, OJT, etc)
Unit 9 Describing Trends	90mins	Classroom
Unit 10 Progress Updates	90mins	Classroom

Day 6

Topics	Duration	Training Method (Classroom, Practical, OJT, etc)
Unit 11 Planning	90mins	Classroom
Unit 12 Comparing Information	90mins	Classroom

Day 7

Topics	Duration	Training Method (Classroom, Practical, OJT, etc)
Unit 13 Business Travel	90mins	Classroom
Unit 14 Company Visit	90mins	Classroom

Day 8

Topics	Duration	Training Method (Classroom, Practical, OJT, etc)
Unit 15 Tackling Problems	90mins	Classroom
Presentation	90mins	Classroom

Teaching /Instructional Materials /Textbooks/Reference Books

Alpha inhouse material