

Business English at Rose of York

CAMBRIDGE Business English Course (BEC)

Description

It's time to get that internationally recognised business English qualification! Our experienced business tutors teach English from a practical business perspective, explaining specialist vocabulary and skills such as letter writing, telephoning, negotiating, meetings and presentations. Learn the skills and exam techniques to help you pass the Cambridge Business English Course exam!



What will I learn on the course?

The syllabus includes::

- Business Vocabulary including all major areas in the modern business world
- Protocol: Business culture, cultures around the world, making conversation
- Grammar: Controlling accuracy effectively and with confidence
- Communication: E-mails, faxes, telephone etiquette
- Conducting meetings and negotiations: Agreeing and disagreeing
- Writing reports and letters using formal English
- Reading Business articles (Financial Times), other business texts, charts and graphs
- Making and preparing presentations, speaking from notes, gaining audience attention, etc.
- Organisation: Describing company structure
- Entertaining: Hospitality, socialising
- Travel: Hotel and flight reservations, renting a car, complaining effectively.