Business English Course – Level C1

This programme is provided as an example. All our training programmes are personalised to meet your specific situation and objectives.

Linguarama Training Approach
- Course objectives are agreed with the learner and reviewed and adapted throughout.
- Course programmes and materials are based on the learners' level and needs and are specially designed with a business and professional focus.

During our courses and in our resources:
- there are realistic, communicative and interactive activities;
- online, work-related and authentic materials are integrated;
- there are clear links between learning and the workplace;
- we offer a range of opportunities and activities for personalisation;
- there are regular opportunities for review of progress/learning.

Our training:
- has relevant online and f2f elements;
- helps learners to develop effective learning strategies;
- is delivered by qualified, experienced native speaker.

Method of instruction
- 20 hours individual training (in person or by videoconference).
- Online learning pathway for guided self-study.

Evaluation and assessment
- Online placement test, oral test and needs analysis before the course.
- Ongoing evaluation and feedback by the trainer throughout the course.
- Test on completion of the online learning pathway.
- CLOE or TOEIC test at the end of the course.

Skills acquired

General skills
- Listening for gist
- Listening for detail
- Reading for gist
- Reading for detail
- Spoken fluency
- Spoken accuracy
- Write effective texts
- Strategies for continued learning

Business skills
- Make phone calls for various purposes with ease
- Participate in and chair complex meetings
- Write effective, comprehensive correspondence and reports
- Give effective presentations on complex topics and handle audience questions
- Take into account cultural factors impacting international business

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Course Programme

Objectives
- The objectives of the course are entirely personalised. They will be defined by you and the trainer at the start of the course, based on your needs and objectives.

Introductions Introducing yourself Talking about your job and company	**Being persuasive** Using persuasive language Nuance and synonyms
Leading a meeting Leading a discussion Ensuring participation	**Being diplomatic and polite** Phrases for being polite Diplomatic language
Presentations Giving an impactful presentation Handling questions and interruptions	**Networking** Making a good impression Keeping in touch
Making a point Making your point effectively Formal and informal discussions	**Business results** Team, business, and financial results
Dealing with problems Getting details of the problem Handling problems positively	**Reporting** Writing clear reports Presenting results
International meetings Understanding cultural differences Timing and decision making	**Technology** Future predictions Describing technological changes and impacts
Managing projects Vocabulary for project management	**Listening** Listening strategies for challenging environments
Performance Describing performance Giving feedback	**Career development** Talking about your career Future aspirations
Managing staff Cross-cultural teams Corporate culture	**Socialising** Socialising internationally Conversation strategies
Negotiating Getting started Bargaining Conditionals	**Review** End of course review Strategies for continued learning

Note: This programme is given as an example. Your programme may differ based on your needs and objectives.

Level descriptors

People at this level :

- can express myself fluently and spontaneously and use language flexibly and effectively in most social and work-related situations eg, meetings, sensitive negotiations.
- can relate my contribution skilfully to those of other speakers.
- can produce precise, well-structured, detailed and lengthy correspondence and texts on complex subjects, using a range of organisational patterns and language and different styles appropriate to the reader.
- can follow a wide range of demanding, longer speech on familiar and unfamiliar topics and recognise both implicit and explicit meaning even when the language is not clearly structured.
- can read in detail and understand long, complex texts on familiar and unfamiliar topics as long as I am able to reread difficult sections.