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CENTRO CULTURALE MIR



# **BUSINESS ENGLISH**

**(Functional Language to survive in  
Business and social situations!)**

NEW Intensive 10-lesson course

Level: Intermediate

**Thursday 20.30 – 22.00**

**From November 14<sup>th</sup>**

## Programme:

**Lesson 1 Working life.** Talk about yourself and your work. Give a short personal presentation. Show interest during conversations.

**Lesson 2 Work-life balance.** Talk about work-life balance. Exchange contact details.

**Lesson 3 Projects.** Talk about projects and their progress. Update and delegate tasks.

**Lesson 4 Services and Systems.** Talk about services and systems. How to approximate numbers. Talk about features and benefits.

**Lesson 5 Customers.** Talk about customer service. Say sorry in different ways. Make and change arrangements.

**Lesson 6 Guests and visitors.** Talk about business travel schedules. Welcome visitors and talk about their journey.

**Lesson 7 Working online.** Talk about online security at work. Take part in a teleconference.

**Lesson 8 Finance.** Talk about how to finance new business ideas. Give a presentation with visual information.

**Lesson 9 Facilities.** Describe a place of work and its facilities. Make suggestions and recommendations.

**Lesson 10 Logistics.** Talk about logistics and supply chains. Place and handle orders.

*The fee of the 10-lesson pack is 145,00 euros. This fee includes all the student's course handouts.*

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