

## **BUSINESS ENGLISH** **COURSE WITH ELEGANT**



**KHDA**  
**APPROVED**

## **COURSE OVERVIEW**

Better the communication, the more benefit you reap in your business. If you lack the skills to communicate effectively with your clients and customers, it impacts your career and your organization's growth. Whether you're an employee, a team leader, a project manager, a sales professional, or a job seeker looking to succeed in the corporate world, good language skills are very important. Business English language training will help you gain the language proficiency required for your career growth. You will learn new vocabulary and phrases to use at work with Business English Training in Dubai. Practice workplace English and learn English business expressions to enhance your organizational efficiency.

## **HOW A BUSINESS ENGLISH CERTIFICATION CAN HELP YOUR CAREER?**

A Business English Certification can prepare you for a full range of skills to improve your communication effectiveness. It can help you enhance your language, boost your career and develop your skillset to perform at your best. Here are some of the benefits of achieving a Business English certificate:

- It is a valuable credential that validates your skills and proficiency in communication.
- It proves that you have better language skills to accomplish your work tasks easily with greater efficiency.
- Business English Certification can effectively increase your office productivity by communicating with different clients.

# ELEGANT TRAINING

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- Language proficiency and communication skills are inevitable skillsets for various job roles. A Business English certification shows that you have mastered this critical skill.
- It can also help you advance your career with greater career prospects.
- Make clear communication across all levels of your company.
- Collaborate and communicate with a polite vocabulary
- Improve business writing skills, including email, memos, contracts, etc
- Write emails professionally
- Make suggestions, agreements, and disagreements effectively.
- Proper usage of grammar and pronunciation in business meetings
- Develop public speaking
- Enhance accuracy during business discussions
- Interact effectively in job interviews, research presentations, dynamic teaching, etc
- Boost critical listening skills for professional contexts

## **COURSE CONTENTS**

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|------------------------------|--------------------------------|
| • Introduction               | • Pronunciation                |
| • Business Vocabulary        | • Writing & replying to emails |
| • Functional Vocabulary      | • Job: Advertisements          |
| • Improving Meetings         | • Applying For a Job, CV,      |
| • Telephone & Videocalls     | • Resume, Interview            |
| • Requests & Emphasising     | • Customer services            |
| • Improving Business Writing | • SWOT Analysis                |
| • Negotiation                | • Business writing             |
| • Presentation Skills        | • Review & Test                |

# ELEGANT TRAINING

## BUSINESS ENGLISH

## COURSE WITH ELEGANT



Your language must have the ability to communicate ideas clearly to clients. By providing the best Corporate Training for Business English Courses for a more productive workplace and will train you on the established rules for effective business communication (oral and verbal). Grammar, vocabulary, tone of the messages, softening a negative note, and handling conflicts are significant in the corporate world to increase productivity and a competitive edge.

This training can help you excel in using powerful methods to communicate beneficially to the targeted audience.

## WHY JOIN US

Elegant Professional and Management Development is a leading training center in Dubai, U.A.E. We specialize in affordable and effective face-to-face training in a variety of courses to meet the needs of today's business.

- One-to-One Training and planning suiting to individual convenience
- Course materials
- Demo lectures
- Online Live Classes
- Training in a small batch for personalized attention
- Case studies with simulations
- Interaction and group discussions
- Well-designed teaching system
- Very near to Metro Station
- Training by Qualified professionals and Subject Matter Experts
- Flexible class timings



**DURATION**  
**20 hours**