



Seed
TRAINING GROUP

BUSINESS ENGLISH

ONLINE

ABOUT THE COURSE

- Suitable for individuals looking to develop a high level of competency in written, oral and visual communication skills required in today's competitive corporate world.
- Students can expect to improve their confidence, competence and fluency to do business in formal situations upon course completion.

UNITS

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Module 1 Standing Out in Australian Working Place

Australian Workplace Customs

Greetings and Introductions

Socialising and Building Relationships

Knowing Yourself & Emotional Intelligence (E.I.)

Branding Yourself

Identifying Your Values

Module 2 Telephone Calls and Email Writing

Making A Telephone Call

Telephone Messages

Tone and Register in Emails

Email Writing: Structure & Format

Module 3 Negotiating and Participating Effectively in Meetings

Negotiating Skills

Meeting Structure and Format

Giving your Opinion and Responding

Participating in a Meeting

Module 4 Presentation and Corporate English

Structure of a Presentation

Pronunciation

How to Engage your Audience

Formal/ Informal English & Expressions

UPON COMPLETION

This course is eligible for CPD hours. Upon successful completion of all the required units of this course, students will receive a certificate of completion.



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CAREER OPPORTUNITIES

Business English is an essential skill required in any professional position.

PRICE

\$150 per session

DURATION

4 hours per session

ASSESSMENTS

Scenario questions

ENTRY REQUIREMENT

There are no formal education entry requirements.

EQUIPMENT NEEDED

- PDF reader
- A computer (Windows recommended) with internet and web browser access
- Word/text processing, spreadsheet, and presentation software installed (e.g. Microsoft Office)

RELATED COURSES

- Microsoft Excel 3 levels
- Microsoft Word 3 levels
- Microsoft PowerPoint 3 levels
- Internship Placement

FINANCE OPTIONS

- Fees must be paid within 5 working days of receiving the confirmation of enrolment and invoice for the enrolment fee.
- Seed Training Group may cancel an enrolment or discontinue training if fees are not paid as required.
- Both direct deposit and credit card are accepted.

*Please refer to the Student Information Handbook for further details regarding Fees & Refund Policy and Procedure.