

# Scribe:

Journalism & Translation

# Business **ENGLISH** with *Swedventure*

## Course Outline

This course gives you the opportunity to both broaden and improve your existing English skills, and is specifically orientated towards the world of Business and Finance. The aim is to give those who use English in their daily work more self confidence in a wide variety of business situations.

## Content

- Social exchange, meeting and greeting, "coffee English"
- The language of meetings and negotiations
- Discussing reports and financial results
- Presentation skills in English
- Corporate entertainment: eating out, entertaining a client
- Business writing: e-mail workshop
- Cultural differences in business communication

## Teaching methods

- Group and pair exercises
- Class discussion
- Role Plays - the accent is on recreating real-life situations in the business world

## Course duration

40 hours: 20 hours per week over a 2 week period. Class time is 4 hours a day Monday to Saturday with a free day on Wednesday. Participants will be sent a full course schedule 2 weeks prior to the start.

## Course Leader

Simon Thorley. Simon is a native Englishman living in Sweden with over 5 years experience teaching English to companies all over the country. Simon is an advocate of "learning by doing" - constantly giving participants real-life situations to work in and problems to solve. Former clients include *Fortum, Stora Enso Research, Telia, NCC* and *Nordea Bank*.

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