



ENGLISH INTERNATIONAL BUSINESS PROGRAM

This program has been designed to **develop participants' speaking skills in a business context**. Participants will learn to use appropriate business language functions, speak in public, make presentations, participate at meetings and conduct telephone conversations and improve their social language skills. The writing module helps learners to improve their grammar, sentence structures, organization of contents and to improve clarity and sharpen their writing style so that they can produce effective, well-organized business correspondence. Participants will learn how to write simple e-mails, memos, short business letters, reports, proposals, summaries and the minutes of meetings.

The methodology of J&K is based in incorporating in every class **the 4 linguistic skills: Listening, Speaking, Writing, Reading**.



Emphasis in the communication

Our educational methodology is based on the **communicative and participative approach**, with a special emphasis in the verbal communication and it allows that the student should be the principal maker of his own learning process.



Contents

Presentations

Client's personal job-specific material is reviewed, edited and presented on video for self-appraisal and consolidation. Concentration on language for impact, cross-cultural aspects, involving the audience, taking/fielding questions.

Negotiations

Essential grammar and professional vocabulary for exchanging information, proposing, bargaining, settling and concluding. Case study, role-plays and simulated negotiations.

Interviews

Incorporates all language aspects of selection and interview preparation, including résumés, question/response techniques and negotiations, followed by a videoed authentic interview.

Meetings/Conference Calls

Introducing topics, cross-cultural factors, reports, suggestions, mini-presentations, taking minutes, clarifying, summarizing and winding-up. Relevant role-plays and authentic material to improve listening and speaking skills.

Writing skills

Client's personal job-specific and company-specific material is reviewed. Writing skills are revised or presented, including appropriate grammatical points, connectors, modifiers, punctuation, register and tone. Letters, emails, presentation supports, contracts and reports are produced, analyzed and edited

Dealing with Business topics

Read and sum up articles, reviews, videos – Compare points of views -

Industry-specific language training (Adapted to your Industry)

Our industry-specific language training courses develop your ability to discuss technical matters effectively with clients, colleagues and partners.