
BUSINESS ENGLISH

PARTICIPANTS

Professionals from various sectors who need to enhance their English communication skills in the workplace. People with some business experience who require effective English communication with international clients or colleagues.

OVERALL OBJECTIVE

To communicate effectively in a business context.

REQUIREMENTS

Due to the interactive nature of the course and the active level of participation required, all participants must have a minimum of B1 level of English. Self-assessment can be done online:

<https://www.cambridgeenglish.org/test-your-english/general-english/>

CONTENTS

Introduction and Professional Communication

- Business greetings and introductions
- Basic small talk in professional settings

Professional Communication

- Business email etiquette
- Writing a formal email

Presentations and Public Speaking

- The basic structure of a business presentation
- Key phrases for presenting information and transitioning between topics
- Handle basic Q&A scenarios

Negotiation and Persuasion

- Key negotiation vocabulary and phrases
- Basic techniques for persuasive communication



- Participate in a simple negotiation scenario

Business Travel

- Give details of travel plans
- Expressions to use at the airport and on the flight
- Dialogues for checking into hotels and booking taxis

Meetings and Conferences

- Functional language for physical meetings and online conferences
- How to participate actively in different business contexts

Cvs and Cover letters

- Different sections of a CV and résumé
- Write a strong personal profile
- Hard vs soft skills

Data and Trends

- Vocabulary for different sources and types of data
- Functional language for talking about common types of data and trends in data
- Different types of visual aids to represent data
- How to describe data

Idiomatic Expressions

- Common work-related idioms
- Using idioms in short dialogues

Negotiation

- The language of negotiation
- Successful negotiation
- Preparing and exploring in negotiation
- Proposing and bargaining
- Closing a negotiation

Calendário:

6 de maio	09:30 – 11:30
9 de maio	09:30 – 11:30
13 de maio	09:30 – 12:30
15 de maio	09:30 – 12:30
20 de maio	09:30 – 11:30
23 de maio	09:30 – 11:30
26 de maio	10:30 – 12:30
27 de maio	09:30 – 12:30
3 de junho	09:30 – 11:30
5 de junho	09:30 – 12:30

Carga horária: 24 horas

Formadora:

Benedita Garrett – Licenciada em Línguas e Literaturas Modernas - Variante de Estudos Portugueses e Ingleses pela Faculdade de Letras da Universidade do Porto. Vasta experiência como formadora e professora de Inglês em Portugal e Inglaterra.

Modalidade de Formação: Formação contínua

Nível de Avaliação: Satisfação/Reação/Avaliação da Aprendizagem/Avaliação da Eficácia

Para a obtenção do certificado de formação terão de se verificar os seguintes fatores:

- *Assiduidade igual ou superior a 90% da carga horária*

e

- *Obtenção de classificação positiva*

Forma de organização: Presencial