

Business English Course Outline

Course Offer till Eid ul Azha 2019

- Course fee ~~5,000~~ 3,000 BDT for registration till Eid ul Azha 2019
- Crash course
 - a. 12 classes
 - b. Two hour class
 - c. Improvement Guaranteed (Terms and conditions applied)

Course Description

- Writing
- Speaking
- Reading
- Listening

General Education Outcome(s)

After the successful completion of the course, Students will be able to:

1. Introduce themselves.
2. Create conversation.
3. Talk about workplace problems with someone.
4. Talk about business travel.
5. Talk about food and other things.
6. Talk about their own workplace and people.
7. Deal with advertisement.
8. Talk about companies.
9. Communicate effectively.
10. Talk about jobs and related things.

Course Objectives

You will meet the outcomes listed above through a combination of the following activities in this course:

- Attendance must be 100%
- Complete All tasks.
- Participate in classes.

Class Schedule

Weeks	Class	Topic	Activities
1	1	First Impression	Introducing yourselves in a business environment.
	2	Discussion	Talking about personal training, case study, telephone conversation role play, writing effective emails.
	3	Talk about Energy	Watch an expert talk, case study, group discussion, making decisions in a business environment, report writing technique, business proposal to solve a problem.
2	4	Marketing	Watch an expert talk, proper language, doing a presentation, working with slides for presentation. Case study.
	5	Learning about employment trends	Watch an expert talk, case study, group discussion, reading, conflict resolution, how to avoid conflict in email.
	6	Ethics	Watch expert talk on ethics, corporate responsibility, reading to learn, ethical problem solving, writing to resolve disputes, case study, discussion.
3	7	Finance	Watch Expert talk on sustainable banking, Reading for language, how to handle difficult questions, case study, discussion.
	8	Consultants	Discussion about consultants to help your business, watch expert talk, reading for language, art of negotiation, learn about terms and conditions and how to use them in emails, case study.

	9	Strategy	Talk about vision, mission and goals, discuss how this works at student's company, reading for language, learn brainstorming, writing mission statements, Case study.
4	10	Online Business	Discussion on e-commerce and online business across the world and its future. Reading for language, quickly prepare for presentation, watch video and make own presentation, case study.
	11	New business	Discuss on ideas about start-ups, listen expert talk, reading for language, various aspects of entrepreneurship, role play and email writing about bill settlement, Case study.
	12	Project Management	Discussion on project management, group discussion, reading for language, learning how teleconferencing works, Case study.