



## Welcome to English for Business!

### What is the aim of this course?

This course is one of the most comprehensive online resources for people who would like to improve their English language skills in a business context.

### How long will I have to study for?

The estimated time for completion of the English for Business course is approximately 150 hours.

It will provide you with the opportunity to improve your reading, writing, listening and speaking skills while also building your knowledge of grammar and vocabulary specific to a business context.

### Who is this course for?

Second language learners at a high-intermediate level and above who are working, or planning to work, in a business context where the fluent use and / or comprehension of English is required.

### What exactly will I learn?

At the end of this module, you are expected to be able to:

- Produce writing that is cohesive, grammatically correct, and follows the linguistic and formatting conventions of the text type
- Use the correct format and language for specific business texts - namely, reports and letters
- Produce speech that is cohesive, coherent, grammatically correct and appropriate to the situation

### How will this course help me achieve my English Language goals?

1. The course consists of more than 80 lessons with hundreds of interactive practise exercises based on input from written and spoken texts (audio and video) that are commonly used in a work or business situation.
2. The Reading module of this course provides you with practise exercises for improving reading skills. The exercises are based on language and texts that are commonly used in work and business situations
3. The Listening module of this course provides practise for everyday language as it is used in work and business situations.
4. The Writing module of this course provides practise for everyday language as it is used in work and business situations.
5. The Speaking module of this course will provide you with role-play type practise exercises to help you improve your speaking skills.

### Where will this course take me?

There are a growing number of organizations that rely on the English Language skills of their employees to operate effectively. Being able to communicate in a business environment could be vital to your next career move.