



## BUSINESS ENGLISH TRAINING

'We are a company that helps our customers, through one2one coaching and group workshops, to utilize psychology and interpersonal communication skills to continually improve their ability as leaders and business professionals.'

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MINDtalk Business English at:

[http://mindtalk.no/english\\_engelsk\\_kurs/index.htm](http://mindtalk.no/english_engelsk_kurs/index.htm)

Testimonials:

[http://mindtalk.no/testimonials/page\\_13.htm](http://mindtalk.no/testimonials/page_13.htm)

## BUSINESS ENGLISH TRAINING

MINDtalk's Business English Training is specifically designed for business people and international professionals who wish to speak English with more fluency, confidence, range, and effectiveness.

This innovative and individually tailored course is developed in the context of everyday business functions, and provides you with ample opportunity to practice all aspects of the English language. The main emphasis is placed on listening and speaking; the skills most needed by business people. MINDtalk will help you to develop your English skills in a meaningful and realistic way. We will take you through frequent role-plays and conversation-based activities that are specifically designed to help you relate to the English language in relation to your own work experience.

A typical course includes the following:

### Course Content

#### 1. GRAMMAR

Grammar is essential if you wish to do business effectively in English. This section has been designed to be flexible. Units are selected which are most relevant to your individual needs. In addition to learning the correct use of verb tenses, prepositions, irregular verbs, contractions and modals, you will also learn contemporary sayings and current business terminology.

#### 2. ARTICLES

In every meeting, you will receive an article to read for the following meeting. Generally, you will have a choice from 2 to 3 articles, and the subject matter will focus on your areas of interest. The idea behind the articles is to dramatically increase your word knowledge, but at the same time significantly increase your conversational fluency around different subject matter. The articles come from a variety of sources, but mainly from current editions of the top magazines (i.e. Business Week, Time, Newsweek, Forbes, Harvard Business Review, Fortune, New Company etc.)

#### 3. VOCABULARY BUILDING

In order to be able to communicate clearly and effectively, it is important for you to build a strong vocabulary. In each meeting a list of new words will be compiled from conversations, articles and supplements. These new words will then be introduced in conversations and in short written exercises, so you begin to actively use your new words. These tasks have helped our clients tremendously to retain new words and to use them on a regular basis.

#### 4. PRONUNCIATION

This section will develop and improve your current level of pronunciation. This will be done in two ways: first through a series of pronunciation exercises, and second, by reading sections of articles and texts out-loud.

## **5. BUSINESS WRITING**

This section teaches the essentials of writing letters, faxes, emails, memos and reports in English. Usually, this section is taught in the later stages of the training program (unless you specify otherwise).

## **6. CONVERSATIONAL FLUENCY**

Usually, 30 to 40 minutes of each meeting are devoted strictly to conversation-based activities and role-play. As your skill in conversation increases, so will the difficulty and the subject matter of the activities. By the end of the training program, you will be able to speak fluently and confidently within many different areas and on many different subjects.

## **7. DIPLOMACY TRAINING**

This is one of MINDtalk's most valuable sections. This section teaches 12 important language techniques that are actively used in negotiations, conversations and meetings. By the end of this section you will be able to use English more than for just simple conversation. You will have incorporated the skills of diplomacy, strategy and flexibility into their English, making yourself much more effective in business.

Diplomacy Training is the introductory step into MINDtalk's Negotiation and Persuasion Training course. Many middle and upper level managers choose to continue with this course because they can combine Business English Training with persuasion psychology and strategic negotiation language techniques.