

Technical Business English Course



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Workshop

01-05 of May 2010

Khobar, Saudi Arabia

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Who should attend?

All Engineers, business, marketing, sales, & administrative professionals who need to improve their technical business English skills.

Who will deliver the course?

Native English speaker instructor

What will be the participants materials be given at the course?

- Technical Business English Course Text Book (Longman series)
- PC Video Disk
- Audio CD
- Outer packaging

What will be taught at the course?

It has been developed as a standalone course to develop the listening, speaking, reading and writing skills in a Technical business context. The course is aimed at competent candidates with good level of English ability.

The Technical Business English course contains a range of high impact media designed to ensure that students are versed on how to use Technical business English in everyday office life. With dynamic course materials and intensive in-centre face-to-face tutorials and workshops, students acquire and practise their new skills in real business scenarios with real people.

This approach allows participants and corporate clients to be safe in the knowledge that the Technical Business English course will equip them with the necessary skills to confidently operate in an English-speaking business environment. Whether that's writing business letters, or

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making presentations to English speaking clients, or simply dealing with internal change management within their own place of work - the Technical Business English course delivers excellent written and oral skills in a business context!

Course Outline

- **Unit 1: Telephoning I**
- **Unit 2: Telephoning II**
- **Unit 3: Team working**
- **Unit 4: Social English**
- **Unit 5: Presentations**
- **Unit 6: Customer Care**
- **Unit 7: Negotiation**
- **Unit 8: Managing Change I**
- **Unit 9: Managing Change II & Technical Report Writing**

Unit Structure

A unit typically consists of:

- **Video script**
- **Questions and exercises to test comprehension of the video material**
- **Vocabulary analysis and grammar input**
- **Language focus with listening/pronunciation work**
- **Further language work – reading**
- **Further language work –writing / telephone dialog/ email**
- **Cross cultural references/hints and tips**

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- Review, self check, preparation for Tutorial
- Audio scripts
- Answer keys

Teaching Structure

Class Type	Number of hours
Tutorial presentation (TP)	9
Conversation (Con)	9
Role Play (RP)	10
Review	1
Test	1
Review	30