

INTRODUCTION TO BUSINESS COMMUNICATIONS

Enhance your business skills!

Grow your career!

Learn the gift of gab!



A seminar for business professionals. Practical application of business communications usage skills with emphasis on fundamentals of writing and speaking for business.



business etiquette basic grammar rules written correspondence
public speaking business vocabulary phonics / pronunciation
cultural awareness

Note: THIS IS NOT A LECTURE. Students are expected to interact & participate.



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**Students should have a good level of English proficiency*

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INTRODUCTION TO BUSINESS COMMUNICATIONS

提升你的生意技巧!
提升你的事业!
学会谈话的艺术!



专为商务人士设置的新课程. 兼顾基础英语的应用练习和运用技能的培训, 以及加强商务英语的写作和口语.



商务礼仪 商务英语词汇 基本语法 发音
文化意识 通信写作 公开演说

注: 这不是一个只听老师说的课程, 学生需要互动并参与讨论.



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