

Corporate Communication Skills

Duration

The Corporate Communication Skills course has a minimum duration of 60 chronological hours.

Main Objective

The main objective of this course is to develop communicative and conversational skills in basic spoken and written English in work situations, which will allow communication with foreign English speakers to be clearer and more precise. Five fundamental units of work communication will be addressed interactively, always working on the four linguistic competencies according to the Common European Framework of Reference for Languages (CEFR).

Topics

Emails and Writing Skills	Introduction to emails - Formal and informal emails - Enquiries - Requesting action - Exchanging information - Making and confirming arrangements
Telephone	Shall I put you through? - Could you spell that for me? - Let me get back to you on that - When would suit you? - I'm very sorry about that - How does that sound?
Meeting	Could we meet next week? - Can we make a start now? - Can I make a point here? - I'm not sure I agree - It's a deal - So, I think we're finished for today
Presentation	Let's get started - Today's topic is... - My next slide shows... - As you can see from this graph... - To sum up - Any questions?
Socializing	Making contact - Welcoming visitors - Getting acquainted - Entertaining a visitor - Eating out - Networking at a fair trade



Language Services

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