

ORAL BUSINESS ENGLISH FOR FOREIGN EMPLOYEES

This course is specially tailored for foreigners who are keen to improve their oral communication skills in business situations. At the end of the course, participants should have a better grasp of how to confidently engage in a simple business conversation.

Our Objectives

We aim to

- enhance understanding of basic business etiquette in business settings
- encourage the use of an appropriate range of vocabulary for business conversations
- develop confidence and fluency in speaking to business associates

Your Profile

This course is suitable for foreigners who need to use English to communicate with business associates in social and business settings

Your Results

At the end of this course, you will learn to

- speak clearly and pleasantly and at a comfortable pace in business situations
- use appropriate language and vocabulary when speaking to business associates
- ask and respond to questions appropriately

Our Methods

We believe in making the course interactive and fun by using a variety of methods. These include:

- Individual and group work
- Class discussions
- Role plays

Our Trainers

Our trainers are all qualified and highly experienced lecturers from Singapore Polytechnic.

Please note that we only specialise in customising courses for organisations; public courses for individuals are not available.

**SINGAPORE POLYTECHNIC
BUSINESS COMMUNICATION CENTRE**

Course Enquiry

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