ENGLISH FOR BUSINESS MANAGEMENT MASTERY

- Improve your English while gaining an understanding of general business practices, business management, and human resources
- Strengthen business writing, presentation, meeting and negotiation skills
- Open doors to the exciting industry of travel and hospitality management

DESCRIPTION

The English for Business Management Mastery provides a suggested combination of courses that will give you an overview of general business English, business practices, business management, and human resources. Instruction focuses on strengthening your business writing, presentation, meeting, negotiation and listening skills, while giving you an understanding of Management and Human Resources within a global framework.

3-HOUR COURSES

TAKE THE FOLLOWING 3-HOUR COURSES

BUSINESS ENGLISH
Practice speaking, reading and writing about business. Topics include marketing, résumé writing, job interview techniques and effective telephone communication.

BUSINESS ENGLISH FOR MANAGEMENT AND HUMAN RESOURCES
Advance your understanding of management standards and styles. Improve your knowledge of team building, time and stress management and gain a basic understanding of human resources.

SKILLS ELECTIVE COURSES

CHOOSE TWO OF THE FOLLOWING SKILLS ELECTIVE COURSES

BUSINESS WRITING
Gain skills in written communications, business proposals and writing for the web. You’ll develop expertise in résumé and cover letter writing as well as report writing.

BUSINESS CULTURE
Improve your cross-cultural awareness, study world business etiquette, and learn how to employ humour in the workplace.

BUSINESS ENGLISH CAMBRIDGE
Practice the relevant business skills needed to prepare for this High Intermediate exam and increase your professional chances in global job markets as well as opportunities to work abroad.

BUSINESS PRESENTATION SKILLS
Master the essentials of effective presentations, building confidence in your ability to organize and deliver a speech in front of a business audience.

ACADEMIC WRITING
Academic Writing focuses on the skills needed to succeed in college, university or TAFE: essay writing, lecture comprehension, note taking, research and academic discussion skills.

ENGLISH FOR FINANCE
Focus on the specialist vocabulary of finance and accounting and practice English for specific work situations. English for Finance gives you the English skills, vocabulary and language practice needed for working in, or studying finance in an English environment.