



LANGUAGE  
SCHOOLS

# BUSINESS ENGLISH COMMUNICATIONS MASTERY

- Improve your understanding of general business practices, written, oral, and computer based communications skills
- Strengthen the practical and necessary skills needed for successful English communication in the contemporary workplace
- This mastery is flexible and can accommodate a broad spectrum of professional interests

## AVAILABLE IN

Toronto

## ENTRY REQUIREMENT

ILSC Intermediate 2

## PROGRAM LENGTH

Two Full-Time sessions

Availability of courses is subject to student enrollment.  
Length may vary depending on your progress.

## 2019 START DATES

Session start dates

## DESCRIPTION

The Mastery in Business English Communication provides a suggested combination of courses to help you focus on the practical and necessary skills needed for successful English communication in the contemporary workplace. Develop written, oral, and computer-based communication skills. The Mastery is flexible and accommodates a broad spectrum of professional interests.

## 3-HOUR COURSES

### TAKE THE FOLLOWING COURSE FOR TWO SESSIONS

#### BUSINESS ENGLISH

Gain basic insights into business topics such as business structure, vocabulary, communications, meeting and negotiation skills.

## 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 resume and cover letter writing as well as report writing.

#### PUBLIC SPEAKING

Master the secrets of effective public speaking. You'll learn speech organization, delivery techniques and listening skills.

#### WRITING

Challenge yourself by practising your writing daily, learning correct language structure and writing techniques for diverse genres and audiences. Learn the secrets of writing excellent essays.



*"At ILSC, I have multiple choices to decide what I want to learn. ILSC helped me build confidence speaking English, and I gained a lot of international business knowledge."*

**Ting Ting Chang, Taiwan**