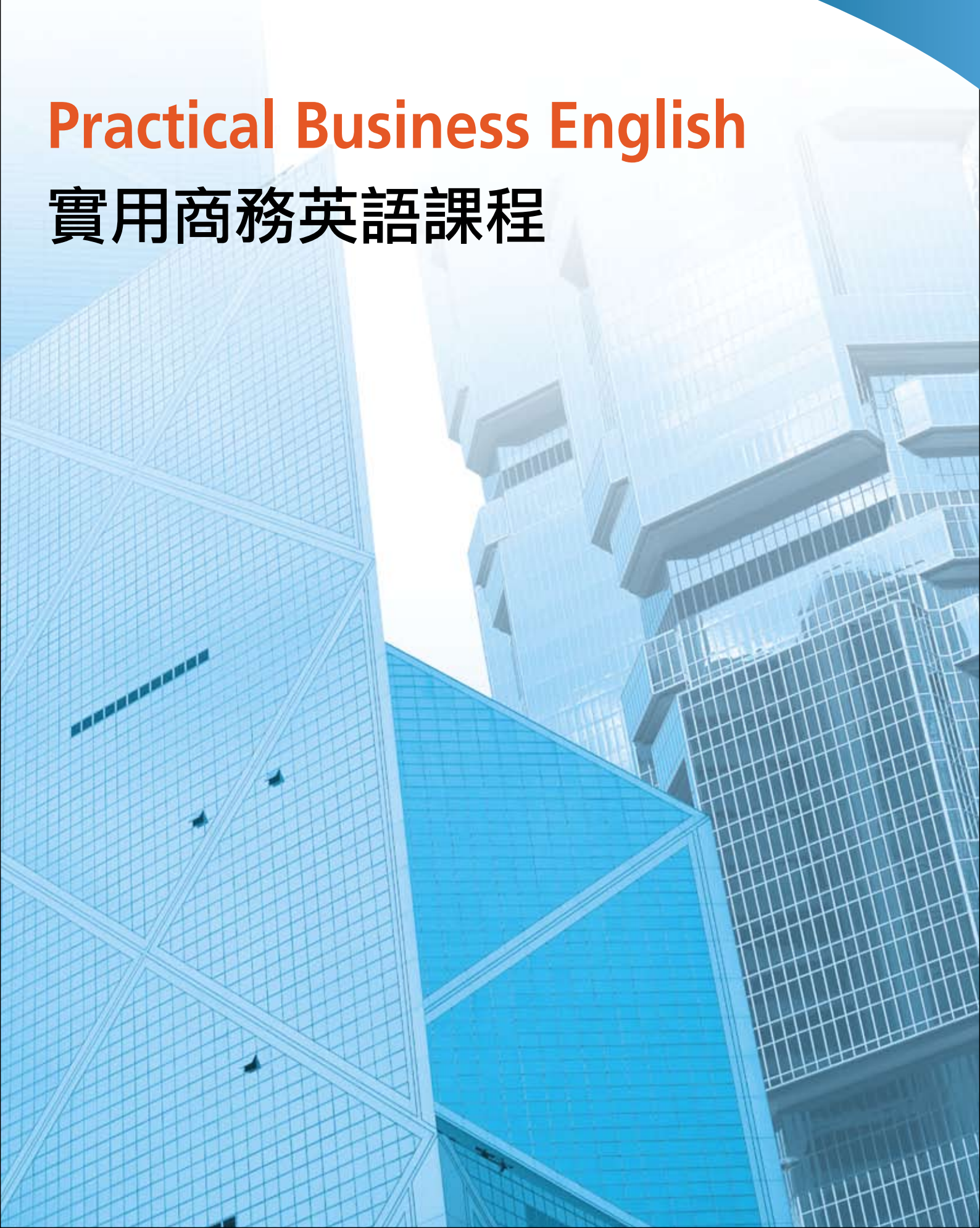


Practical Business English

實用商務英語課程



Practical Business English

This course is designed for learners who are interested in strengthening their overall oral and written communication skills for the workplace.

Learners will develop a range of practical skills to further enhance their English ability, including:

Speaking

- Communicating in real life contexts of workplace situations
- Building relevant and important business vocabulary to support communication
- Teamwork activities to enhance cooperation and interaction with peers
- Communicate ideas and opinions to improve workplace settings
- Develop overall pronunciation skills

Writing

- Writing all major forms of workplace correspondence
- Developing coherent and organised text
- Developing language structures to communicate intention and purpose
- Building appropriate and accurate business vocabulary into formal text types
- Communicating clearly, concisely and with clarity (the 3 C's)

All business English tasks and activities are practical and are based on real-life workplace contexts. The level of communication and interaction is high, thereby enabling learners to quickly develop essential oral and written skills. All our instructors are native English speakers from The United States of America, Australia and the UK.

實用商務英語證書課程

本課程旨在協助在職人士掌握日常工作上的英語運用技巧，讓他們能有效地提升會話對答和書面英語的能力。老師將透過以下教學重點幫助學生掌握職業英語的竅門。

會話對答

- 套用工作上常用環境，糾正“港式英語”的錯漏
- 建立一個實用的職業英語字庫
- 提升團隊合作精神，加強溝通技巧
- 培養表達意見和建議的技巧，加強溝通能力，更易獲得上師的掌識
- 透過角色扮演，幫助學生掌握英語發音及語調，擺脫“港式發音”的毛病

書面英語

- 掌握一般書面英語的格式
- 讓學生掌握文章結構的精粹
- 制定意簡言精的段落結構，讓讀者清晰易明
- 套用職業英語常用字句
- 掌握職業英語3C技巧，即條理清晰(Clearly)，意簡言精(Concisely)和清晰易明(Clarity)

香港是一個國際的化城市，經常接觸到不同國籍的人士，所以我們的老師團隊包括了來自澳洲、美國和英國的外籍人士。課堂上使用的材料及情節皆模擬實際工作環境，提供一個實用和自在的上課環境給學生。加上使用小班教學，課堂上互動性高，從而能夠迅速幫助學生改善他們的職業英語技巧。

課程特色



自選上課日期



個人化指導



絕無video



小組教學



外籍導師教授

入學要求 : 完成中五課程

課程長度 : 共二十五堂；每堂一個半小時

學費 : HK\$4,900；另HK\$100報名費

課程特色 : 小班教學；彈性上課時間，學員可於六個月內修畢課程並取得證書

Increase your chances for job promotion!

Module No	Topics	Language Focus
M1 (1.5hr)	Presentation skills - Introducing your company & products	Grammar: Prepositions, Vocabulary
M2 (1.5hr)	Writing Reports (Part 1)	Writing + Format + Structure
M3 (1.5hr)	Writing Reports (Part 2)	Writing + Format + Structure
M4 (1.5hr)	Writing Business Letters	Structure / Professional tone + Style
M5 (1.5hr)	Writing Notices	Writing + Format + Structure + Vocabulary
M6 (1.5hr)	Writing a Minutes of Meeting	Grammar: Reported Speech
M7 (1.5hr)	Writing Resignation Letters	Speaking + Listening
M8 (1.5hr)	Negotiation Skills	Idiomatic Expressions
M9 (1.5hr)	Leadership Skills	Grammar: Relative Clauses
M10 (1.5hr)	Stressed to the limit	Speaking + Vocabulary
M11 (1.5hr)	Introductions – when you meet someone for the first time	Grammar: Formal / Informal Register
M12 (1.5hr)	Cultural Perspectives	Modals of Advice / Obligation
M13 (1.5hr)	Your Workplace & Workplace Changes	Grammar: Present Simple / Perfect
M14 (1.5hr)	Professionalism/Ethics in the Workplace	Speaking + Vocabulary
M15 (1.5hr)	Writing E-mails (Part 1)	Writing + Format + Structure
M16 (1.5hr)	Writing E-mails (Part 2)	Writing + Format + Structure
M17 (1.5hr)	Reviewing a CV/Resume	Structure / Formatting / Vocabulary
M18 (1.5hr)	Customer Care	Writing + Format + Structure + Vocabulary
M19 (1.5hr)	Writing an Application Letter	Structure / Formatting / Vocabulary
M20 (1.5hr)	Talking about Products/Brands	Grammar: Present Simple / Cont.
M21 (1.5hr)	Using Idioms in Business	Speaking + Listening
M22 (1.5hr)	Oral Presentations (Part 1)	Speaking + Listening
M23 (1.5hr)	Oral Presentations (Part 2)	Speaking + Listening
M24 (1.5hr)	Business networking	Speaking + Listening
M25 (1.5hr)	Job Description and Satisfaction	Speaking + Listening, use of 'can't' and 'haven't'
M26 (1.5hr)	Decision-making	Speaking + Vocabulary



Practical Business English

May 2011

	Monday 7-8:30pm	Tuesday 7-8:30pm	Wednesday 7-8:30pm	Thursday 7-8:30pm	Friday 7-8:30pm	Sat 2:30-4pm
Date	2-May	3-May	4-May	5-May	6-May	7-May
Module No.						
Date	9-May	10-May	11-May	12-May	13-May	14-May
Module No.		The Buddha's Birthday				
Date	16-May	17-May	18-May	19-May	20-May	21-May
Module No.						
Date	23-May	24-May	25-May	26-May	27-May	28-May
Module No.						
Date	30-May	31-May				
Module No.						

June 2011

	Monday 7-8:30pm	Tuesday 7-8:30pm	Wednesday 7-8:30pm	Thursday 7-8:30pm	Friday 7-8:30pm	Sat 2:30-4pm
Date			1-Jun	2-Jun	3-Jun	4-Jun
Module No.						
Date	6-Jun	7-Jun	8-Jun	9-Jun	10-Jun	11-Jun
Module No.						
Date	13-Jun	14-Jun	15-Jun	16-Jun	17-Jun	18-Jun
Module No.						
Date	20-Jun	21-Jun	22-Jun	23-Jun	24-Jun	25-Jun
Module No.						
Date	27-Jun	28-Jun	29-Jun	30-Jun		
Module No.						

Classes Available

No Classes



Practical Business English

July 2011

	Monday 7-8:30pm	Tuesday 7-8:30pm	Wednesday 7-8:30pm	Thursday 7-8:30pm	Friday 7-8:30pm	Sat 2:30-4pm
Date					1-Jul	2-Jul
Module No.						
Date	4-Jul	5-Jul	6-Jul	7-Jul	8-Jul	9-Jul
Module No.						
Date	11-Jul	12-Jul	13-Jul	14-Jul	15-Jul	16-Jul
Module No.						
Date	18-Jul	19-Jul	20-Jul	21-Jul	22-Jul	23-Jul
Module No.						
Date	25-Jul	26-Jul	27-Jul	28-Jul	29-Jul	30-Jul
Module No.						

August 2011

	Monday 7-8:30pm	Tuesday 7-8:30pm	Wednesday 7-8:30pm	Thursday 7-8:30pm	Friday 7-8:30pm	Sat 2:30-4pm
Date	1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug
Module No.						
Date	8-Aug	9-Aug	10-Aug	11-Aug	12-Aug	13-Aug
Module No.						
Date	15-Aug	16-Aug	17-Aug	18-Aug	19-Aug	20-Aug
Module No.						
Date	21-Aug	22-Aug	23-Aug	24-Aug	25-Aug	26-Aug
Module No.						
Date	29-Aug	30-Aug	31-Aug			
Module No.						

Classes Available

No Classes

CONTACT 聯絡

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