



Professional Business English - Day

The **Professional Business English Program** is designed for Overseas Born Professionals looking to advance their career in their chosen field or for organisations seeking to develop the communication skills of overseas born employees to build job performance.

The program combines 2 complementary subjects:

- English for the Professional Workplace
- Australian Business Culture

The curriculum combines these concepts to ensure that participants build their understanding of both content (what to say) and form (how to say it) within an Australian workplace context.

Professional Business English builds reading, writing and listening skills within a business context. It has a special focus on speaking and pronunciation for the Australian workplace. Major topics include:

- Language for employment & the workplace
- Spoken & written literacy
- Presentations and negotiations.

Australian Business Culture explores Australian workplace values to build understanding of local behavioural traits for effective communication. Major topics include:

- Australian cultural values
- Behavioural platforms and self awareness
- Group dynamics in the workplace
- Non-verbal communication signals.

Length and Format

| Program | Classes | Duration | Cost |
|---------|---------------------------------|---------------------------------|------------|
| Day | Monday - Friday 9am – 1.30pm | 2-36 weeks 20 hours per week | \$350/week |

Course Features

- All participants are intermediate level of English or above
- Small groups of no more than 18 students
- Business relevant activities and projects
- Home development tasks
- Performance measurement & testing
- Lifelong Learning Program

*This course is available to student visa holders as their principal course of study.