

English for Business - sample timetable

	TUESDAY	WEDNESDAY	THURSDAY
Week 1: Building Business Foundations	<p>First Impressions That Count – Mastering Business Introductions</p> <p>Kick off the course by learning how to introduce yourself with confidence and clarity in any professional setting.</p> <p>From polished elevator pitches to culturally aware small talk, you'll develop the tools to make a great first impression that lasts.</p>	<p>Make Your Meetings Matter – Speak Up & Lead with Impact</p> <p>Step into the boardroom with confidence. This session equips you with the language and strategies to lead and contribute effectively in business meetings—whether you're running the agenda, expressing opinions, or reaching decisions as a team.</p>	<p>Write It Right – Business Emails That Get Results</p> <p>In today's global workplace, email is your business card. Learn to craft emails that are clear, polite, and action-focused—whether you're making a request, confirming details, or following up with clients.</p>
Week 2: Communicate to Influence	<p>Pitch It, Present It – Speak with Confidence & Conviction</p> <p>Develop the skills to deliver professional presentations that engage, inform, and persuade.</p> <p>From structuring your message to handling Q&A with ease, this session gets you pitch-ready.</p>	<p>The Art of Negotiation – Say Yes, Say No, Say It Well</p> <p>Learn the language of negotiation and how to strike the right tone—firm yet polite, confident yet cooperative.</p> <p>You'll practise real-world scenarios like agreeing terms, handling objections, and finding win-win outcomes.</p>	<p>Ready for the Next Step – Interviews & Career Conversations</p> <p>Wrap up your course with a future-focused session on career communication.</p> <p>You'll sharpen your responses to common interview questions, craft a compelling personal pitch, and practise networking like a pro.</p>