



UNIVERSAL ENGLISH COLLEGE

Global Village
ENGLISH CENTRES

Global Village Sydney (Universal English College)

Business English

As the language of global trade and commerce, Business English is an essential skill for anybody who might be contemplating an international career. GV Sydney offers a flexible 4 or 8 week program.

Our Business English course is a full-time intensive course with a thorough introduction to Business English communication skills. It is most suitable for people who are planning a career in a business or industry where English is used on an everyday basis.

- Brands and marketing
- e-Commerce
- Customer service
- Effective e-mail writing
- Communication strategies
- Raising finance
- Building relationships and networking
- Team building
- Job satisfaction
- Management styles
- Success and defining success
- Negotiation skills
- Resolving conflict/crisis management
- Telephone strategies
- Takeovers and mergers
- Presentation skills and answering difficult questions

This course also includes a few hours per week of preparation for the BEC Vantage examination. Students will have the chance to take the computer based BEC examination here at the school.

Course duration

- Study 4 or 8 weeks
- 2 x 4 week modules

Entry requirement

Upper intermediate level of English
(Students will also complete a pre-course test at GV Sydney to confirm their place on the course.)

2010 Start dates (4 week course)

4 Jan, 1 Feb, 27 Apr (Tues), 24 May, 13 Sep, 11 Oct*

2010 Start dates (8 week course)

4 Jan, 27 Apr (Tues), 13 Sep*

***NEW!** The BEC Vantage computer based test is available for these courses on the 30 October.

By studying Business English you will:

- gain the communication skills you need to operate in an international business environment
- understand how a modern business operates
- be well prepared to undertake an internship in an Australian company

** Entry into our Business English course is conditional on successful completion of a pre-course test at the college.

For further information visit
www.uec.edu.au
Please refer to our website for all enrolment terms and conditions.

This course is NEAS accredited and available to student visa holders

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