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Learn English for your job or career inside the Business English Course! It has 40 lessons teaching you practical words and phrases for professional situations. Check out the lesson list below, and click here to sign up. Lesson 1: Essential Job Vocabulary Let 's begin by answering the question, " Wh

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Introducing Yourself in

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of this lesson, you will be able to: (1) Write effective sentences to begin an email; and (2) Write friendly, closing sentences.

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English in phone calls,
meetings, presentations,

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and conversations with your boss, co-workers, and clients.: Worried about making mistakes when writing business letters, e-mails, and reports.: Wondering if your English doesn't sound natural because you say things differently from how a native speaker would say things.: Imagining that other people in the

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Use this course plan to help learners develop their business English vocabulary. A diverse range of topics are covered. The worksheets provide plenty of opportunities for putting the new words and expressions

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into practice. The
course plan can be used
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English
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help you succeed in
your career.
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Business English Course

- Lesson 1 - Essential

Job ...

After completing this course, you will be able to:

- describe things and events in the context of Business English
- make requests in the context of Business English
- support arguments in the context of Business

Get Free Business English - use

appropriate tone and
style according to the
context of Business

English - conduct an
audience analysis -
match audience with the
purpose and medium of
communication -
analyse and summarise
business data

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