

ENGLISH >> SYLLABUS & CLASS GUIDANCE

TITLE : Business English for Business Administrator

VERSION : 1.0

DURATION:

8 Sessions @ 2 hours

(7 Sessions & 1 final)

OUTLINE AND EXERCISE:

SESI 1 – Intro + Telephoning

SESI 2 – Grammar 1

SESI 3 – Grammar 2

SESI 4 – Presentation 1

SESI 5 – Presentation 2 + Organization

SESI 6 – Growth + Development + Product and Services + Company Visit

SESI 7 – Review

SESI 8 – Final Exam