

# Learn English



## Training Business English

### Introduction:

English is a world language and it shows. The English language is also important in your work. You want to present yourself well with your English. You are looking for useful phrases and expressions that you can use to successfully communicate in a business environment. Your knowledge of the English language is also required when it comes to making phone calls, conduct business conversation, receive visitors, and some basic skills in writing. In this hands-on training to improve your business English in a very effective manner. You will learn the language quickly and efficiently and you will feel more confident speaking English in your business environment.

### Target group

The course is intended for anyone in a position who wants to interact in the English language. The training is aimed at speaking the English language in a business environment. There is no preparatory training required..

### Trainingsvormen

- Theoretical instruction  
You will learn from the teacher in a classroom environment which vocabulary has to be used in individual situations.
- Practical training  
Through role playing and interaction you will easier learn to use the language in daily situations.

### Included

During the training there will be coffee and tea served during the breaks.

### Location en reachability

The course will be given on our highly attractive training location in Bunnik. Since the course is taught in the evenings, you might want to know that there is a restaurant around the corner called "Theehuis Rhijnauwen" with an extensive menu.

The location is easily accessible by public - and private transport and there is sufficient free parking at the building.

### Coursematerials

Writing materials and internet are provided. The availability of a computer is not required for this course but you are welcome to bring your own laptop without objection.

### Certification

On the last evening or day of the course you will receive a certificate of participation through a Mentorom certificate.

# Mentorum

t r a i n i n g e n

## Business English

### Program (2 days):

The following topics will be covered:

- Telephone skills
  - Correct answering
  - Ask and answer questions
  - End call
- Presenting yourself
  - Who am I?
  - What do I do?
  - What can I do for you?
- Presenting your organization
  - Your place in the organization
  - What does the organization do?
  - What can the company do for you?
- Receive visitors
  - Greeting
  - Receiving invites at the meeting
  - Meeting opening and leading the conversation
  - Close the meeting
- Writing
  - Drafting letters
  - Creating an email message
  - Various correspondence
- Practicing what is learned through role play and interaction

Your trainer: Jane Stanley



*(Jane Stanley is an experienced English teacher and originally from Scotland. Jane also works as a volunteer teaching English for projects in foreign countries).*

**Date and times:**  
??-??-2014  
from ??:00u until ??:00u

**Address:**  
Rhijnauwenselaan 14  
3981 HH Bunnik  
(please see our website [www.mentorom.nl](http://www.mentorom.nl) for detailed directions)

**Price training:**  
€ 100,00 excl VAT  
(€ 121,00 incl VAT)

**Registration via**  
[www.mentorom.nl](http://www.mentorom.nl)