



Advance your career by developing your communication skills for business and work.



CONTACT US

BUSINESS ENGLISH

Levels 1 and 2

CRICOS Code: 096817J

English level required: Intermediate and Upper-Intermediate entry levels

Intake: Every Monday

Timetable: 11:15-15:30 (AEST) , Monday-Friday

Delivery mode: Face to face on campus or Online
(for COVID-affected learners)

Business English: Level 1
• CEFR = B1 entry level



The Language of Business

- ✓ Develop your language of the business world.
- ✓ Gain cultural awareness in the world of international business.
- ✓ Learn to negotiate and work effectively with others.
- ✓ Understand departments of a company.
- ✓ Prepare yourself for interviews.
- ✓ Apply effective negotiation skills.
- ✓ Develop your presentation and public-speaking skills.

Business English: Level 2
• CEFR = B2 entry level



Our Mini-Company

- ✓ Set up your own company.
- ✓ Interview and recruit employees.
- ✓ Manage board meetings.
- ✓ Develop and market your product.
- ✓ Design sales and promotion strategies.
- ✓ Manage company finances.
- ✓ Organise a trade fair.

Assessment:

- ◆ Major group project.
- ◆ Individual and joint presentations.
- ◆ Essay and other writing tasks.

Entry requirements:

- ◆ 18 years or older.
- ◆ Business English - Level 1: Intermediate (CEFR = B1) or higher.
- ◆ Business English - Level 2: Business English – Level 1 or Upper-intermediate (CEFR = B2) .
- ◆ Students must complete full course cycle (minimum of 12 weeks) to be eligible for promotion.

