

Suggested Course Content for Business English Class – Writing and Communication

The following course estimate has been created keeping in mind the requirements of working professionals who need to improve/learn/upgrade their language and communication skills. The primary content in this lesson plan is for writing reports, professional e-mails, memos and other such official communications that happen at offices on a daily basis. However, there are also some topics that cover revisionary language skills. This content is open to editing.

Lesson plan:

Two days

Three hours each day

Five day follow up in the coming week

Two e-mail consultations per person

Course content:

- Minor revisionary exercises for grammar
- Greetings, salutations and formal language
- E-mails and other official communication needs

Study materials:

- Handouts to solve in-session for practice
- Stationery items
- Home assignments for two weeks for practice
- Instructional Videos (to be sent individually via web-links/flash drives)

Cost Estimate:

1000 INR per person, per day, inclusive of taxes, cost of material and consultation.

Notes:

The course has been designed to meet the most fundamental needs for business English but can be curtailed/extended as needed.

Please contact me for clarification, editing in content or other details of the training program.

Karishma Gaur

+91-9899-291-272 | karishmagaur@hotmail.com | 011-2307-2438