## COURSE QUTLINE

## **TOPICS**

- 1.Pronunciation
- 2. Vocabulary
- 3. Cross Culture Sensitivity
- 4. Non Verbal Communication /Body Language
- 5. Gestures and Postures
- 6. Business Writing: Presentation, Reports & Emails.
- 7. Speaking: Presentations, Conferences & Negotiations
- 8. Dining Etiquettes
- 9. Dressing and Grooming