

Effective Business English

Your telephone and face-to-face conversations, mails, presentations and reports are the most frequent point of contact with the most important people in your career - your colleagues, bosses and your external customers. When your English is clear and correct and create a good impression. This class helps you achieve that.

Objective of the coaching:

- To enable you to communicate freely and appropriately in every situation
- To make you aware of the necessity of applying the principles of seven Cs in every communication

Benefits:

You will be able to:

- Communicate in clear, concise and correct language
- Handle correspondence confidently
- Develop reader-friendly language and attitude

Coaching Focus:

- Seven Cs of Communication: Completeness, Conciseness, Correctness, Concreteness, Clarity, Courtesy, Consideration
- Spelling, grammar and formatting in written communication
- Communication etiquettes in telephone, mails, meetings, conversations
- Structure of emails, letters, presentations and reports
- Changing structure of mails/letters while conveying positive and negative messages

Training Methods:

Structured exercises, Brainstorming, Discussions, Quiz, Videos, Assignments on every topic.

Training Medium:

Online via Skype

Duration:

40 hours - Timing, Frequency and duration of each session decided as per mutual convenience.

Course fee:

Rs.5000/- for the entire course and reading material emailed after the coaching gets completed.