Business English Skills: Mastering Professional Communication

13 – 17 September 2027
Paris (France)



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Why This Course

In today's global business environment, professionals must communicate clearly and confidently in English across meetings, presentations, negotiations, and written correspondence. Strong Business English skills not only improve clarity and professionalism but also strengthen relationships with international colleagues, clients, and partners.

This intensive 1-week program is designed to enhance participants' ability to communicate effectively in a wide range of professional contexts. Through practical exercises, real-world scenarios, and targeted language development, participants will expand their business vocabulary, refine their presentation skills, and improve their written and spoken communication for the modern workplace.

What You'll Learn and Practice

By participating in this program, you will:

- Expand your business vocabulary and apply it confidently in professional situations.
- Deliver clear and persuasive presentations in English.
- Write effective business emails, reports, and professional correspondence.
- Communicate professionally in meetings, negotiations, and networking situations.
- Strengthen conversational fluency in business discussions.
- Understand cultural nuances that influence international business communication.

The Program Flow

Day 1: Business Vocabulary and Professional Introductions

- Learning essential business terminology and commonly used expressions.
- Understanding company structures, roles, and organizational functions.
- Describing job responsibilities and professional experience effectively.
- Practicing networking conversations and professional small talk.

Day 2: Effective Presentations and Public Speaking

- Structuring and delivering impactful business presentations.
- Using visual aids and presenting data clearly.
- Managing question-and-answer sessions confidently.
- Applying persuasive speaking techniques in professional contexts.



Day 3: Business Writing and Email Etiquette

- Understanding formal and informal business writing styles.
- Writing clear and concise professional emails.
- Learning the fundamentals of report writing.
- Applying proofreading and editing techniques for accuracy and clarity.

Day 4: Meetings, Negotiations, and Telephoning

- Participating effectively in meetings and discussions.
- Using appropriate language in negotiations.
- Practicing telephone and virtual meeting etiquette.
- Strengthening listening and clarification techniques.

Day 5: Cross-Cultural Communication and Review

- Understanding cultural differences in global business environments.
- Recognizing non-verbal communication across cultures.
- Using diplomatic language to manage sensitive conversations.
- Reviewing key skills and creating a personal development plan.

Individual Impact

- Improve confidence when communicating in English in professional settings.
- Strengthen presentation, writing, and speaking abilities.
- Expand business vocabulary for clearer and more effective communication.
- Develop practical strategies for continuous language improvement.

Work Impact

- Improve clarity and professionalism in workplace communication.
- Strengthen collaboration with international colleagues and partners.
- Enhance effectiveness in meetings, presentations, and negotiations.
- Support stronger cross-cultural understanding within global teams.

Training Methodology

The program emphasizes practical learning and real-world communication practice. Learning methods include:

- Interactive language exercises and guided discussions.
- Role-playing for meetings, presentations, and negotiations.
- Writing workshops focused on emails and business reports.
- Group activities and peer feedback.
- Practical language tools and communication frameworks.



Beyond the Course

By the end of the program, participants will be able to:

- Communicate confidently in professional English across multiple business contexts.
- Deliver structured and persuasive presentations.
- Write clear, professional emails and reports.
- Navigate cross-cultural business interactions with greater awareness and effectiveness.

