

GMAT.cz Business English Courses Syllabus

Key Business English Language Topics Offered:

- Giving Presentations
- Meetings – holding & participating in
- Negotiations
- Preparation for Interviews

Overview of syllabus for giving presentations:

- Equipment vocabulary
- Describing graphs
- Language Focus – Simplicity and clarity; signposting: introduction, body, conclusion; dealing with questions
- Self-assessing

Overview of syllabus for meetings:

- Holding meetings – Introductions; reviewing past business; beginning the meeting; discussing items; finishing the meeting
- Involvement in a meeting – Getting chairperson's attention; giving opinions; asking for opinions; commenting; agreeing/disagreeing; advising/suggesting; clarifying; requesting information; asking for repetition/clarification/verification/spelling/contributions; correcting information; keeping meeting on target.
- Brain storming
- Role-play

Overview of syllabus for negotiations:

- Identifying types of negotiation techniques
- Negotiation idioms
- Role-play, including use of reporting verbs

Overview of syllabus for interviews:

- Basic interview tips
- Resume/CV correction
- Vocabulary in context
- Common questions to prepare for
- How interviewers sequence questions, conduct the interview, open & close