

# Business English 1

By the end of the course, you will be able to **give effective feedback**, talk about **objectives** and **goals**, **motivate** your team, **build rapport** and **sympathy** and manage from a **distance**, along with lots more!

Lesson 1: **Making connections**

Lesson 2: **Effective meetings**

Lesson 3: **Emails and calls**

Lesson 4: **Diplomatic language**

Lesson 5: **Change and crisis management**

Lesson 6: **Employee well-being**

- ✓ Personal trainer
- ✓ 100% online
- ✓ 10 hours
- ✓ Certified
- ✓ Eligible for CPF
- ✓ 6 Live Classes

## LEARN

Online activities  
(30-60 min)  
**10 mins a day**



## SPEAK

Live Class  
(55 min)  
**Weekly classes  
with your trainer**



## PROGRESS

Lesson tests  
(30-90 min)  
**Extra resources, reports  
and review quizzes**





# Business English 2

Are you a manager and need English? This course will help you to **prioritise** and **delegate** work, **resolve conflicts**, **coach**, manage **multicultural** teams and deal with **change management**, along with lots more!

Lesson 1: **Negotiating**

Lesson 2: **Public speaking**

Lesson 3: **Presenting a product**

Lesson 4: **Communicating in a team**

Lesson 5: **Remote teams**

Lesson 6: **International teams**

✓ **Personal trainer**

✓ **100% online**

✓ **10 hours**

✓ **Certified**

✓ **Eligible for CPF**

✓ **6 Live Classes**

## LEARN

Online activities  
(30–60 min)  
**10 mins a day**



## SPEAK

Live Class  
(55 min)  
**Weekly classes  
with your trainer**



## PROGRESS

Lesson tests  
(30–90 min)  
**Extra resources, reports  
and review quizzes**