

BUSINESS ENGLISH SKILLS



cultivating excellence

through coaching and training

www.branch-out.eu

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To communicate effectively in English you need more than just vocabulary and grammar.

When learning English, doesn't it make sense to learn it within the context in which it occurs?

English is the global language of business. But to communicate effectively in English you need more than just vocabulary and grammar. You need to know how to use English in the right way for every business setting.

And language never stands alone. A great communicator is sensitive to their audience and can adapt their communication style to suit the situation.

So, at Branch Out, you'll find our English courses different from the norm.

TEACHING YOU REAL COMMUNICATION – NOT JUST ENGLISH

When we teach English, we teach it within the specific context it occurs. Our English workshops give you both the language skills and the other communication skills you need to succeed in international business.

For example, through our “Meetings in English” workshop we’ll teach you the language you need for a business meeting, while also teaching you how to make the meeting work for you.

In addition to the specific skills required for each context (like meetings), our workshops cover the cultural awareness and personal skills necessary to make communication effective.

At Branch Out, we believe that it's only with the right mix of language, cultural awareness, and personal performance skills that you can succeed in international business.

We teach real communication – not just English.

THE BRANCH OUT MODEL



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Here are some of our most popular workshops:

WRITING IN ENGLISH

Speaking English and being able to write it are completely different tasks. To succeed in international business, you must produce clear, accurate and effective material every time. In this course we teach you how to write documents which achieve their purpose.

MEETINGS IN ENGLISH

English used in business meetings can be very different from everyday English. We look here at broadening and formalising vocabulary and refining pronunciation and intonation. We then also teach you how to get the right result from your business meetings and how to use meetings to your advantage.

NEGOTIATIONS IN ENGLISH

Negotiation is difficult in anyone's language! Particularly when you are negotiating in a language other than your native tongue. In this course we cover the different negotiating styles and strategies and show you how the use of correct English can play a decisive role in the outcome of high level negotiations.

NETWORKING IN ENGLISH

Networking plays an important role in a company's success. Establishing contacts and building trusting relationships are key to every business. This course develops the communication skills needed to develop strong professional and social networks.

PRESENTATIONS IN ENGLISH

Delivering a well structured presentation in a clear, relaxed style is a real skill. You definitely need to know much more than just how to speak English! We teach you how to design and deliver polished presentations in English that really get your message across.

English for every business situation.
We design and deliver English workshops
for every conceivable business situation.

WORKSHOPS DESIGNED WITH BUSY PEOPLE IN MIND

Your staff already speak some English. And they certainly don't have the time to commit to a lengthy English course spun out over several months. So Branch Out delivers English training as **Workshops** which focus on a specific business skill.

Our workshops can be completed in just one or two days. Meaning your staff will achieve exceptional results in English without being away from their job for long periods.

All our workshops are tailored to your needs. Our process is...

- Assess your need and ask participants to complete a Branch Out online structure test
- Customise the workshop to address identified needs
- Deliver it in a vibrant and dynamic learning environment
- Provide post-course support and follow up to consolidate learning

THE "CHECK-MY-TEXT" EDITING SERVICE

Poorly written texts can reflect badly on your company. Wouldn't it be useful to have someone check your English texts before they leave your office?

That's the role of Check-My-Text.

Our native English speakers check your written texts before you send them out. They pick up any errors in spelling, grammar or phrase, giving your documents a professional edge.

GREAT AFTER COMPLETING A WRITING SKILLS WORKSHOP

If you complete our Writing Skills workshop, we can also include a Check-My-Text service as a way to consolidate learning.

Visit our website for more details www.branch-out.eu
or call us on +31 (0)70 888 2899.

