



Oxford

SCHOOL OF ENGLISH

Since 1961

A background image showing a close-up of two hands shaking in a firm grip, symbolizing a business agreement or partnership. The hands are wearing dark suit sleeves. In the blurred background, several people are seated at a conference table, suggesting a professional meeting environment.

Oxford MONTEBELLUNA PROFESSIONAL

PROFESSIONAL
ENGLISH
BOOSTER
COURSE OUTLINE

COURSE AIMS

The Professional English Booster Course aims to give students the tools necessary to perform successfully in a range of real-world business situations. The course is based on 10 hours of lessons plus a final session during which the students will be required to put into practice what they have learned.

What follows is an idea of a course structure, based on five two-hour lessons plus the final session. However, the content and length of the course can be tailored to your precise needs and students will be encouraged to use material from their work as an integral part of the course.



COURSE OVERVIEW

- Introductions, Small Talk and Email
- Planning
- Reporting
- Presenting
- Negotiating
- Homework

Homework activities will be assigned and may be written tasks or we may ask students to produce an audio recording or video using the language they have learned during the course.



LESSON 1

INTRODUCTIONS, SMALL TALK AND EMAIL

- **Introductions**

Introducing yourself, responding to introductions, introducing another person

- **Small Talk**

Informal, relationship-building conversations in a business context

How to start a conversation, and how to end one politely

- **Email**

How to write a business email

- Opening and Closing • Content • Tone



LESSON 2

PLANNING

- What is planning?
- The language of planning
- The planning process
- Types of planning



LESSON 3

REPORTING

- What is reporting?
- Who do we report to?
- The language of reporting
- Types of report



LESSON 4

PRESENTING

- Why do we present?
- What do we present?
- The language of presenting
- Presentation types
- Presentation tips



LESSON 5

NEGOTIATING

- Why do we negotiate?
- Who do we negotiate with?
- Aims of a negotiation
- Negotiation language
- Negotiation outcomes

FINAL WORKSHOP

Students will be required to present in front of the class.

The presentation will be based on work they have done during the course.



#ChangingLives

www.oxfordmontebelluna.it

Montebelluna (TV)
Viale della Vittoria 11 31044
Tel. 0423 24316