

“BBC” (Better Business Communication)

Course duration

2-3 hours per week for 8 consecutive weeks

Course contents

The focus of “BBC” (Better Business Communication) is on making business communication in English more effective. The participant will learn how to use business English in more ambitious ways in international environments. Practical pointers will be provided by addressing the style differences between the Dutch and native speakers of English. Dutch and English grammar will be contrasted and potential pitfalls will be highlighted to iron out typically Dutch mistakes.

Target group

All professionals who would like to improve their English business communication.

Results

- Enhanced clarity in business letters, emails, telephone calls, meetings and conversation
- A better understanding of English idioms and a larger active vocabulary
- Awareness of grammatical and cultural differences between English and Dutch
- Avoiding “Dunglish”, i.e. carry-over of Dutch grammatical influences in spoken and written English

Approach

This interactive course offers an ideal opportunity to perfect your command of business English in a friendly environment, building your self-confidence. Several hours per week of preparation is strongly recommended. In addition to theory (30%), ample opportunity will be provided for practice and for questions (70%). Aspects addressed: Grammar & Idioms (including tenses, word order, prepositions, expressions, and the difference between UK and US English), Exercises & Practice (including presenting a topic, using your voice, pitfalls in pronunciation, exploiting visuals, telephoning, handling questions, writing effective emails).



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