



Global Communication for Business Professionals

6-Week Business English Programme

Title: *Global Communication for Business Professionals*

Format: 1-1 session per week x 6 (60 minutes) and Workbook

Delivery: Online | Hybrid | In-person

Cost: R1500

Week 1 — Business Foundations & Professional Language

Focus: Functional business communication including grammar and pronunciation

Core Skills:

- Professional introductions & professional identity
 - Business etiquette (formal vs informal register)
 - Cultural communication styles
 - Workplace vocabulary systems
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Week 2 — Workplace Communication & Meetings

Focus: Internal communication mastery

Core Skills:

- Leading and participating in meetings
 - Giving opinions diplomatically
 - Agreement/disagreement structures
 - Clarification strategies
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Week 3 — Business Writing & Professional Documentation

Focus: Written corporate communication

Core Skills:

- Professional emails
 - Formal correspondence
 - Business tone calibration
 - Structure and clarity
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Week 4 — Public Speaking

Focus: Commercial English

Core Skills:

- Value-based communication
 - Authority and confidence projection
 - Speechwriting for maximum impact
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Week 5 — Interviews, Leadership & Professional Presence

Focus: Career positioning & authority

Core Skills:

- Leadership communication
 - Conflict language
 - Feedback structures
 - Professional boundaries
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Week 6 — Global Business Communication & Business Ethics

Focus: Strategic professionalism

Core Skills:

- Cross-cultural Business English
 - Diplomatic communication
 - Business ethics
 - Global professionalism
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