

UNIVERSIDAD
UNIANDES



COURSE

ENGLISH FOR BUSINESS AND MANAGEMENT



cttdelosandes.com

OBJECTIVE:

Participants will be able to improve their productive proficiency in spoken and written English while enriching business English vocabulary with self-confidence to communicate effectively in professional contexts and business environments.

DATES:

September 5 - October 7

PRICE:

\$180

DURATION:

40 hours (20 hours live online learning + 20 hours of independent study)

Synchronous hours: Mondays and Wednesdays 18h00 - 20h00 P.M.

U N I V E R S I D A D
UNIANDES

CTF
DE LOS ANDES
CENTRO DE TRANSFERENCIA Y
DESARROLLO DE TECNOLOGÍA


CTT DE LOS ANDES
LANGUAGE
CENTER

cttdelosandes.com   



CONTENT:

WEEK 1

- Product details
- Selling products
- Product problems

WEEK 2

- Telephoning
- Emails
- Letters

WEEK 3

- Types of Meetings
- Meeting Etiquette

WEEK 4

- Making a presentation
- Time management

WEEK 5

- Negotiations
- Customer Service

UNIVERSIDAD
UNIANDES

CTF
DE LOS ANDES
CENTRO DE TRANSFERENCIA Y
DESARROLLO DE TECNOLOGÍA


CTT DE LOS ANDES
LANGUAGE
CENTER

cttdelosandes.com   



BENEFITS:

Most national and international organizations use English as a mode of communication; therefore, proficient knowledge of the language assists in the smooth conduct of operations such as regular exchange of emails, presentations, and communication with customers and suppliers.

UNIVERSIDAD
UNIANDES

CTF
DE LOS ANDES
CENTRO DE TRANSFERENCIA Y
DESARROLLO DE TECNOLOGÍA


CTT DE LOS ANDES
LANGUAGE
CENTER

cttdelosandes.com   

U N I V E R S I D A D
UNIANDES

CTT
DE LOS ANDES
CENTRO DE TRANSFERENCIA Y
DESARROLLO DE TECNOLOGÍA


CTT DE LOS ANDES
LANGUAGE
CENTER

cttdelosandes.com   