

# Business English Training in Edinburgh

## Mission Statement

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We train corporate people who need to communicate effectively in the international business arena.

Business people face tough challenges and it is our job to enable them to succeed by developing their language/communication skills and insight into different cultures.

Business people have very little time to spare and they value our hands-on, results-oriented, inspiring approach. We get rapidly to the heart of what they need and this helps them progress beyond their expectations.

## Agenda

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Powerful business presentations, business correspondence, success on the phone, English for international meetings, international business communications, getting one's message across effectively, dealing with complaints and office talk.

On this training, you can expect to improve your language and business skills in the following areas:

- Communicate more confidently.
- Speak more accurately and fluently.
- Participate more successfully in meetings.
- Improve your written English including emails.
- Work successfully in a cross-cultural environment.

In addition to the benefits outlined above, you can expect to manage meetings and negotiations more effectively, improve your presentation skills, expand your business vocabulary, use the telephone with greater confidence. This highly intensive course is hands-on and task based, with frequent role-plays and simulations designed to develop professional language skills. The course content is relevant and up-to-date. Everything you do will be practical, realistic and useful.

## Details

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- Monday - Friday, from 10 am - 4 pm, total hrs: more than 35 hrs/45 mins
- Inclusive of materials and Certificate of Achievement
- Group training, up to 4 attendees

## Venue

**Express By Holiday Inn**  
**EDINBURGH-WATERFRONT**  
BRITANNIA WAY, OCEAN DRIVE  
LEITH, EH6 6JJ, SCOTLAND  
[www.expressholidayinn.co.uk](http://www.expressholidayinn.co.uk)  
[edinburgh@expressholidayinn.co.uk](mailto:edinburgh@expressholidayinn.co.uk)

## Date

**May 24-28, 2010**  
Monday - Friday, from 10 am - 4 pm

## Fee

**€ 2,280.00** (inclusive of accommodation)  
5 nights/single room/breakfast

## Registration

**Business English Training Worldwide**  
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