



# Business English Success for International Professionals

Rennert's **Business English Success for International Professionals** courses are designed to provide you with the confidence, fluency and sophistication you need to speak and interact in English in a variety of work-related environments. Learn from qualified, experienced trainers and business professionals on courses specially designed to meet the most in-demand goals. Benefit from Rennert's innovative methods to improve your English and help you to gain that much-needed competitive edge!

## COURSE A

### American Business Writing, Communication & Culture

Tuesdays: 6:25–8:30 p.m.

Intermediate+ Level

#### Learn:

- How to negotiate with an American business
- Common idioms used in business
- How to make small talk
- Write appropriate openings and closings to emails and business letters
- Organize emails logically and clearly
- Use appropriate formality, written small talk, and more
- Master appropriate politeness strategies

Gain comfort and confidence by speaking English in both professional and more casual settings with fluency and accuracy. Develop your listening comprehension, improve your self-confidence, cultural knowledge and idiomatic usage to perform in meetings, negotiations and at the pub. Master American Business style. Write and develop business documents that are natural sounding, sophisticated, and professional. Class activities include discussions, role-playing and more.

## COURSE B

### Presentation and Public Speaking

Wednesdays: 6:25–8:30 p.m.

Intermediate+ Level

#### Deliver:

- Powerful and dynamic openings and closings
- Clear, on-point and interesting presentations
- Creative, engaging and useful visual materials
- Respond to questions you know and don't know the answer to

Deliver convincing and compelling presentations, pitches and public addresses in English. This course will boost your skill and confidence through working on correct language, style and body language. You will also learn how to isolate your key messages and to present them in an interesting and convincing way using tried and tested tactics and visuals to ensure business success.

## COURSE C

### Pronunciation and Accent Reduction

Thursdays: 6:25–8:30 p.m.

All Levels

#### Master and correct:

- English rhythm and pitch for natural-sounding speech
- Individual word stress and intonation
- English problematic sounds that block listener comprehension
- Reduced sounds and blended words
- Presentation and emphasis to deliver compelling speech

Speaking with clarity and persuasiveness using correct rhythm and stress is critical to success as an international business professional. Your message is important! Ensure it is understood by working on and improving your pronunciation and delivery to eliminate interference from your native language accent.

## COURSE D

### Business Writing

Available in private, semi-private lessons or small group

#### Write and produce:

- Appropriate openings and closings to emails and business letters
- Organized emails, written concisely and with clarity of message
- Use appropriate formality, written small talk, and more
- Master appropriate politeness strategies

Take this class to master the basics of American-style business writing. This course helps you to plan, draft, revise, and edit professional documents. Learn to develop business documents that are natural sounding, sophisticated, and professional, by enhancing your knowledge of idioms, word usage, grammar, and etiquette for use in American business communication.

## CLASS START DATES 2018

**2018 Courses A, B, C** | Sessions are 8 weeks in duration  
**Course D (Business Writing)** - is available in private, semi-private and small groups

### Summer Sessions

**Week of May 21st-July 13th 2018** Course B- No class July 4th.

Make-up class Wednesday, July 18th

**Week of July 23rd-September 14th 2018**

### Fall Session

**Week of September 24th-November 16th 2018**

**Class Size** Average 6-8 students per class (max. 10)

**Course Materials** Course A: \$60.00 | Course B: \$55.00

**Registration Fee** \$50

## TUITION

**Courses A, B and C** | (8 and 16+ weeks)

Course/week	*One Session (8 weeks) 5% discount		*Two Sessions (16 weeks) 10% discount	
	<del>Price</del>	Price	<del>Price</del>	Price
1 course	<del>\$600</del>	\$570	<del>\$1,188</del>	\$1,080
2 courses	<del>\$960</del>	\$910	<del>\$1,900.8</del>	\$1,728
3 courses	<del>\$1,320</del>	\$1,255	<del>\$2,613.6</del>	\$2,376

### Course D

\*Half sessions available

5-10 hours	\$100/hr.
11+ hours	\$90/hr.
20+ hours	\$85/hr.



To learn more about this program please contact our **Student Services team**

By email: [study@rennert.com](mailto:study@rennert.com)

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